

# CISM162 : Microsoft Excel

Provides both Microsoft Office Specialist (MOS) Excel Associate and MOS Excel Expert Certification spreadsheet topics. Course includes creating and managing worksheets and workbooks, creating tables, charts, PivotTables and PivotCharts, applying custom formatting, and performing operations with formulas and advanced formulas. Prepares the student to take two Microsoft industry certification exams: MOS Excel Associate and MOS Excel Expert. No programming experience required.

**Credits** 3

**Lecture Hours** 3

**Lab/Clinical/Field Study Hours** 0

**Prerequisite Courses**

CISM125: Introduction to Computers