

# CIS 308: Advanced Excel in Business



## Overview

This course covers advanced Excel skills using an applied focus on different types of decisions one may analyze using spreadsheet capabilities; graphs and charts to communicate complex analytics; pivot tables to slice and dice data for reporting; what-if analysis for forecasting and predictive analysis. Students will learn to use advanced functions of Excel to improve productivity, enhance spreadsheets with templates, charts, graphics, and formulas and streamline their operational work. They will apply visual elements and advanced formulas to a worksheet to display data in various formats. Students will also learn how to automate common tasks, apply advanced analysis techniques to more complex data sets and leverage Excel's advanced functionalities.

## Course Prerequisites and Requirements

To be successful in this course, we recommend English language fluency and computer literacy. Knowledge of basic mathematical & problem-solving skills is also recommended. We encourage you to make sure your laptop or desktop computer meets the technical requirements. This course uses the Windows Excel application which may not work on tablets, Chromebooks, or two-in-one devices. A Mac or Windows computer is highly suggested. CIS 105 Computer Applications and Information Technology is strongly suggested as a prerequisite for success in this course. Microsoft Excel is required for this course and not provided by ASU.

## What You'll Learn

- Calculate with advanced functions and formulas
- Organize worksheet, workbook and table data using a variety of techniques
- Create and modify charts and graphs
- Customize and enhance workbooks using graphic objects and data tools
- Understand how businesses can utilize advanced spreadsheet analytical techniques using pivot tables, v-lookups, amortization and graphical data to better understand their business and customers
- Manipulate and analyze data to make appropriate recommendations for managerial decision making
- Deploy advanced techniques to increase productivity and improve efficiency by stream lining workflow

## Transcript

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student who has taken the course on one of ASU's campuses.

This is a 3 credit hour course at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied to their degree requirements prior to transferring your credit.

## Exams and Grading

13%

Quizzes

58%

Interactive Assignments

29%

Exams

# Creator

## Linda Prince

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Linda Prince is a Lecturer, Senior in the Information Systems department of the W.P. Carey School of Business at Arizona State University. Her current focus involves database concepts and advanced excel, including application integration, analytics and data visualization. Ms. Prince holds a masters in business administration and a bachelor's degree in computer information systems, both from Arizona State University. She has been teaching at ASU since 2012 and prior to teaching worked as a financial analyst for many years. In addition to database and Excel application courses, she has taught systems design and enterprise analytics. Ms. Prince specializes in visual basic and C# coding languages.

