

# CIS 197E: Microsoft Excel Expert

This course is designed to prepare students to take the Microsoft Office Specialist certification exam in Microsoft Excel (expert level). Topics emphasized are Microsoft Office Specialist exam objectives and test-taking skills. The students will demonstrate mastery of expert level spreadsheet skills through hands-on, performance-based lab exercises. Practice test software will provide immediate feedback on areas where additional practice is needed. Calhoun is an authorized Microsoft testing center.

**Credits:** 3

**Prerequisites:**

CIS 146

**Program:** Computer Information Systems

**Theory Credit:** 3