

SPREADSHEET PROFICIENCY, CERTIFICATE

This Windows based **Spreadsheet Proficiency Certificate** prepares students to utilize spreadsheets, analyze data, and apply business intelligence tools in business applications.

For more information about Computer and Information Science, please visit the program page (<http://www.cod.edu/cis/>).

Certificate Requirements

Field of Study Code: CIS.CER.SPREAD

Code	Title	Credits
Select one of the following:		2-3
CIS 1110	Introduction to Informatics	
CIS 1130	Windows Basics	
CIS 1150	Understand Computers/Information/ Systems	
OFTI 1200	MS Office for Professional Staff	
CIS 1205	Office Ste SOFTWARE and Integration	3
CIS 1221	Data Analysis with Spreadsheets	3
CIS 1222	Advanced Spreadsheets With Business Intelligence	3
Total Credits		11-12