Advanced spreadsheets for business applications such as design of multiple sheet workbooks and templates, advanced functions and formulas, enhanced formats, lists, and pivot tables.

**Prerequisites: IT 258 and IT 260**  
**Credits: 4**

This course prepares students to plan, create, and apply advanced spreadsheet application skills using industry-standard problems, simulations, and case studies.

**Students will be able to . . .**

- Construct simple and compound statements and selected functions
- Examine lists, data filters and subtotals
- Employ macros

**Assessments**

- Rubric-based assignments, projects, and/or exams.
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Apply What-if analysis, goal seek, forecasts
Rubric-based assignments, projects, and/or exams.

Analyze data with PivotTables and Pivot Charts
Rubric-based assignments, projects, and/or exams.

Demonstrate the application of common statistical methods using spreadsheet formulas.
Rubric-based assignments, projects, and/or exams.

Specific course faculty and materials will vary by quarter. Current information can be found on my.cwu.edu.
ITAM classes are often offered in online, hybrid or traditional formats. Visit my.cwu.edu for more details or contact our office at ITAMInfo@cwu.edu.

University Policy on Academic Integrity
Academic Integrity is a standard set for this course. Students are expected to complete all of their coursework and assignments using their original words and ideas and will properly cite the words and ideas of others. Students are also expected to be honest in their interactions with the instructor. A student found to have not upheld these expectations is subject to failing this course and shall be subject to disciplinary action or sanction. The University catalog defines the term “academic dishonesty” in all its forms including, but not limited to:
- cheating on tests;

University Policy on Special Needs
If you have a disability that may prevent you from meeting course requirements, contact the instructor immediately to file a Student Disability Statement and to develop an Accommodation Plan. Course requirements will not be waived but reasonable accommodations will be developed to help you meet the requirements. You are expected to work with the instructor and the CWU Disability Support Specialist to develop and implement a reasonable Accommodation Plan. For more information please visit: www.cwu.edu/disability-support/
• copying from another student’s test paper;
• using materials during a test not authorized by the person giving the test;
• collaboration with any other person during a test without authority;
• knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an un-administered test or information about an un-administered test; bribing any other person to obtain an un-administered test or information about an un-administered test; substitution for another student or permitting any other person to substitute for oneself to take a test; plagiarism” which shall mean the appropriation of any other person’s work and the unacknowledged incorporation of that work in one’s own work offered for credit;
• "Collusion" which shall mean the unauthorized collaboration with any other person in preparing work offered for credit.

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