

MIS 2: SPREADSHEETS

In Workflow

1. CBA College Committee Chair (panggabean@csus.edu,joseph.taylor@csus.edu)
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8. PeopleSoft (PeopleSoft@csus.edu)

Approval Path

1. 2026-06-23T23:49:01Z
Tota Panggabean (panggabean): Approved for CBA College Committee Chair
2. 2026-06-24T17:50:03Z
Pingsheng Tong (ptong): Approved for CBA Dean

History

1. Mar 29, 2021 by Beom-Jin Choi (choib)
2. Jun 9, 2022 by 302822325

Course Deactivation Proposal

Date Submitted: 2026-04-03T00:17:40Z

Viewing: MIS 2 : Spreadsheets

Last approved: Thu, 09 Jun 2022 14:02:35 GMT

Last edit: 2026-04-03T00:17:38Z

Changes proposed by: Sadaf Ashtari (219700248)

Justification for this deactivation request

This course is being deactivated due to outdated and obsolete content that no longer aligns with current industry standards, student needs, or program objectives. The subject matter is either covered through more current offerings in the curriculum or no longer relevant as a standalone college-level course. Deactivating this course will help maintain an accurate and up-to-date course inventory for the department.

Catalog Title:

Spreadsheets

Class Schedule Title:

Spreadsheets

Academic Group: (College)

CBA

Academic Organization: (Department)

Information Systems and Business Analytics

Will this course be offered through the College of Continuing Education (CCE)?

No

Catalog Year Effective:

Spring 2027 (2026/2027 Catalog)

Subject Area: (prefix)

MIS - Management Information Systems

Catalog Number: (course number)

2

Course ID: (For administrative use only.)

202994

Units:

1

Is the ONLY purpose of this change to update the term typically offered or the enforcement of existing requisites at registration?

No

In what term(s) will this course typically be offered?

Fall, Spring

Does this course require a room for its final exam?

No, final exam does not require a room

This course complies with the credit hour policy:

Yes

Course Description: (Not to exceed 90 words and language should conform to catalog copy.)

The course teaches Microsoft Office Excel that establishes a student's fundamental computer skills required to perform business related tasks. Topics include creating and formatting a worksheet; summarizing and analyzing data; using decision making tools; working with logical, statistical, database and financial functions, sharing data with other applications, etc.

Are one or more field trips required with this course?

No

Fee Course?

No

Is this course designated as Service Learning?

No

Is this course designated as Curricular Community Engaged Learning?

No

Does this course require safety training?

No

Does this course require personal protective equipment (PPE)?

No

Course Note: (Note must be a single sentence; do not include field trip or fee course notations.)

Not open to students receiving credit for CSC 6B

Does this course have prerequisites?

No

Does this course have corequisites?

No

Graded:

Credit / No Credit

Approval required for enrollment?

No Approval Required

Course Component(s) and Classification(s):

Lecture

Lecture Classification

CS#01 - Large Lecture (K-factor=1 WTU per unit)

Lecture Units

1

Is this a paired course?

No

Is this course crosslisted?

No

Can this course be repeated for credit?

No

Can the course be taken for credit more than once during the same term?

No

Description of the Expected Learning Outcomes and Assessment Strategies:

List the Expected Learning Outcomes and their accompanying Assessment Strategies (e.g., portfolios, examinations, performances, pre-and post-tests, conferences with students, student papers). Click the plus sign to add a new row.

	Expected Learning Outcome	Assessment Strategies
1	create and format a worksheet	Exam 1
2	perform quantitative analysis	Exam 1 Project 1
3	depict data visually	Exam 1 Project 1
4	manage datasets, tables and multiple-sheet workbook	Exam 2 Project 2
5	summarizing and analyzing data	Exam 2 Project 3
6	use decision-making tools and specialized functions	Exam 2 Project 3
7	sharing data	Exam 2 Project 4

Is this course required in a degree program (major, minor, graduate degree, certificate?)

No

Does the proposed change or addition cause a significant increase in the use of College or University resources (lab room, computer)?

No

Will there be any departments affected by this proposed course?

No

I/we as the author(s) of this course proposal agree to provide a new or updated accessibility checklist to the Dean's office prior to the semester when this course is taught utilizing the changes proposed here.

I/we agree

University Learning Goals

Undergraduate Learning Goals:

Intellectual and practical skills

Is this course required as part of a teaching credential program, a single subject, or multiple subject waiver program (e.g., Liberal Studies, Biology) or other school personnel preparation program (e.g., School of Nursing)?

No

GE Course and GE Goal(s)

Is this a General Education (GE) course or is it being considered for GE?

No

Key: 3422