BUSN 046B: Beginning Spreadsheets: Microsoft Excel

This course introduces the basic capabilities of a spreadsheet program. Students have the opportunity to create spreadsheet formats, enter text data and formula expressions, and store, retrieve, copy and print spreadsheets. The course also includes instructions for creating graphic representations of data.

Pass/No Pass

Units: 1

Lecture Hours: 16 – 18, Lab Hours: 0

Prerequisites: None
Co-Requisites: None
Advisory: None

Transferable to CSU only