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This course covers advanced fundamentals of spreadsheets using Excel application typically used in accounting and bookkeeping and managing large quantity of data for financial reporting. Students have the opportunity to gain firsthand experience to practice advanced concepts with useful, hands-on exercises using relevant, detailed examples and real-life business applications. Students are required to complete a project for this class to demonstrate the skills acquired from the first part of their class which includes v-lookup, h-lookup functions, and creating charts.

Satisfactory Progress

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Not transferable