

BUSN 046: Excelling With Excel

This course introduces students to the capabilities of a spreadsheet program. Students have the opportunity to create spreadsheet formats, enter text data and formula expressions by storing, retrieving, copying and printing spreadsheets. Students are introduced to macro capabilities and to creating graphic representations of data.

Letter Grade, Pass/No Pass

Units: 3

Lecture Hours: 48 - 54, Lab Hours: 0

Prerequisites: None

Co-Requisites: None

Advisory: None

Transferable to CSU only