BUS 103 Spreadsheet Applications

1 hour

Majors (Adult)
Bachelor of Science in Business

Departments/Programs:

Business (Adult Undergraduate)

This course is an introduction to spreadsheet applications for business, economics, and accounting. Emphasis will be placed on spreadsheet basics such as creating, organizing, and linking worksheets; editing and formatting cells; entering data; creating simple formulas; using simple functions (e.g., average, sum, fill, etc.); and with the Excel Chart Wizard, creating basic graphs. Students will gain a fundamental understanding of spreadsheets and their functionality as preparation for business, economics, and accounting courses.