

**Course:**

**BUSAD 109 Spreadsheet Applications**

**1 hours**

**Majors, Minors & Degrees:**

**Majors**

Accounting (B.A., B.S.)

Business Administration (B.A., B.S.)

Economics (B.A., B.S.)

International Business (B.A.)

**Departments/Programs:**

Business, Accounting and Economics (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.

No Pass/Fail.

*Prerequisite(s): Departmental major or minor.*

(Normally offered each semester.)