

**Course:**

**BUSAD 1090 Spreadsheet Applications**

**1 hour**

**Departments/Programs:**

Business (Adult Undergraduate)

Business, Accounting and Economics (Undergraduate)

Using spreadsheet software, students will be exposed to business files that meet professional standards and learn how to use the software as a tool to accomplish business goals. The following topics will be explored:

- Calculating data through formulas and functions
- Evaluating data
- Presenting information with charts
- Applying spreadsheet skills to business applications