OAD 243: Spreadsheet Applications

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Program: Office Administration
Semester Offered:
Spring
Summer
Fall