ADMINISTRATIVE OFFICE TECH (AOT)

AOT 2640 — Spreadsheet Software and Applications
Credit Hours: 3.00   Total Contact Hours: 3.00   Lecture Hours: 3.00
Introduces the student to Microsoft Excel, an electronic spreadsheets program. Students will plan, create, and maintain electronic spreadsheets and apply them to common business functions. Concepts covered will include basic to advanced formulas and functions, creating customized charts, and managing table data. Proficiency exam options available. Some keyboard experience is recommended before taking this class.
Offered: Summer, Fall, Spring.