

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 and accounting functions.

Concepts covered will include basic to advanced formulas and functions, creating customized charts, and managing Table data. Classwork will contribute to a portfolio.