

## Spreadsheets I - IS110

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**Section:** IS110 826193S Online

**Section Type:** Lecture

**Credit Hours:** 1.00

**Course Description:** Use of spreadsheet software to demonstrate competencies in using formatting techniques, features and functions with hands-on experience; managing financial statements; working with formulas and functions; developing professional-looking worksheets; charting and graphic capabilities.

**Course Notes:** Repeatable for graduation credit if using a different software package. Use a computer independently (general computer understanding of concepts, terminology, and operations) required.

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**WHEN**

Days: Arranged

Times: Arranged

Start Date: 06/29/2020

End Date: 07/23/2020

**WHERE**

Online

**INSTRUCTOR**

AMBER BRAWNER

**BOOKS**

Title: MICROSOFT EXCEL 365

Author: RUTKOSKY

Required: Yes