

Spreadsheets I - IS110

Section: IS110 856192S 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.

Section Notes: Please check your device technical specification for downloading the Microsoft Office 2019 suite. <https://products.office.com/en-us/office-system-requirements?rtc=1#coreui-contentrichblock-1zj29rj>

WHEN

Days: Arranged

Times: Arranged

Start Date: 05/04/2020

End Date: 05/29/2020

WHERE

Online

INSTRUCTOR

AMBER BRAWNER

BOOKS

Title: MICROSOFT EXCEL 365

Author: RUTKOSKY

Required: Yes