2024-25 ACADEMIC COURSES

BOS 184 : SPREADSHEET SOFTWARE APPS I

In this course, students are taught introductory spreadsheet concepts and applications using Microsoft Excel. Skills and concepts include creating, formatting and editing a worksheet; entering formulas and using Excel functions; preparing charts; creating templates, workbooks, and saving a workbook as a Web page. Applying spreadsheet concepts and functions to business environments is stressed. Students should be familiar with Windows and have keyboarding skills of at least 25 words per minute (wpm).

Level I Prereq: Academic Reading and Writing Levels of 6; Academic Math Level 2

Description	Hours
Credits	3
Lecture Hours	45
Clinical Hours	0
Lab Hours	0
Other Hours	0
Total Hours	45

Accurate as of 04/26/2024 Information is subject to change without notice.