

BCPT208N : Spreadsheets: EXCEL

Students will learn basic to advanced spreadsheet skills, this includes formulas, functions, charts, pivot tables and data analysis. This course is taught using Microsoft Excel on the Windows platform. Students using other platforms are encouraged to speak with the Program Coordinator to understand software challenges. Students using other platforms may need to use campus computers to complete some assignments.

Class Hours 2

Lab Hours 2 **Credits** 3