BST225 : Microsoft® Excel for Business Applications

Students gain an advanced understanding of the Microsoft Excel environment by completing a variety of exercises designed to develop mastery of the principle features of Excel used in business. Students create, manage, and distribute professional workbooks for a variety of specialized purposes and situations as well as customize the Excel environment to meet project needs and to enhance productivity. This course covers the material for the Microsoft Office User Specialist Excel Expert exam.

Credits 3
Prerequisite Courses
BST110: Computer Applications
ACC100: Survey of Accounting
Semester Offered
Spring