Miami-Dade Community College
OST2311L - Spreadsheet Applications for Business Lab (PROPOSED)

Catalog Description:

The Spreadsheet Applications for Business Lab is designed to provide practice in applying concepts, features, and commands of a spreadsheet for business and office administration applications.

1 Credit

Corequisite: OST2311

Lab Competencies:

Competency 1:   The student will practice and demonstrate spreadsheet software features and functions for office and business applications by:

   a. Designing and creating a worksheet.
   b. Formatting worksheets.
   c. Analyzing and distributing worksheet data.
   d. Working with workbooks.