

**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.

The mission of Miami-Dade Community College is to provide accessible, affordable, high quality education by keeping the learner's needs at the center of decision making and working in partnership with its dynamic, multi-cultural community.