

BUS 312 : Business Computing

This is a hands-on course, designed to demonstrate both the use of business software as well as to develop critical thinking in software aided decision making. Microsoft Excel, Access, Word and PowerPoint in business applications are explored. Students develop the ability to make use of applications common to business and organization needs. Opportunities for content certification are available.

Credits 4

Prerequisite Courses

[BUS 220: Business Statistics](#)

Semester Offered

Offered fall and spring