

**J. Sargeant Reynolds Community College**  
**Course Content Summary**

**Course Prefix and Number:** ITE 140

**Credits:** 3

**Course Title:** Spreadsheet Software (Excel)

**Course Description:** Covers the use of spreadsheet software to create spreadsheets with formatted cells and cell ranges, control pages, multiple sheets, charts, and macros. Topics include type and edit text in a cell, enter data on multiple worksheets, work with formulas and functions, create charts, PivotTables, and styles, insert headers and footers, and filter data. Covers MOS Excel objectives. Prerequisite: ITE 115 or school approval. Lecture 3 hours per week.

**General Course Purpose:** Required in the Computer Applications Career Studies Certificate, which also feeds into the IST AAS - Computer Applications concentration. ITE 140 can also be used as an IT elective in any degree concentration.

**Course Prerequisites and Co-requisites:**

Prerequisite: ITE 115 or school approval

**Student Learning Outcomes:**

Upon completing the course, the student will be able to

- a. Create worksheets incorporating numeric data, labels, and formatting;
- b. Create worksheets using formulas and functions;
- c. Create and edit charts and sparklines;
- d. Create Excel tables, PivotTables, and PivotCharts;
- e. Sort data, filter data, and create subtotals;
- f. Manage multiple worksheets and workbooks;
- g. Create worksheets using defined names and data validation rules;
- h. Create worksheets using advanced functions and conditional formatting;
- i. Create spreadsheets using what if analysis tools such as Goal Seek.; and
- j. Create and test basic macros.

**Major Topics to Be Included:**

- a. Formatting a Workbook
- b. Formulas and Functions
- c. Charts and Graphics
- d. Excel Tables, PivotTables, and PivotCharts
- e. Multiple Worksheets and Workbooks
- f. Sorting and Filtering Data
- g. Subtotals
- h. Defined Names and Data Validation Rules
- i. Advanced Functions, Conditional Formatting
- j. What-If Analysis using Goal Seek
- k. Basic Macros

**Date Created/Updated (Month, Day, and Year):** March 22, 2019