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 sing Goal Seek
k. Basic Macros

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