

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

Course Prefix and Number: ITE 140 **Credits:** 3

Course Title: Spreadsheets for Business

Course Description:

Provides a working knowledge of a commercial spreadsheet package to include design and development of a variety of worksheets, preparing graphs, working with database queries, macro writing, menu techniques, and decision analysis tools. 3 credits.

General Course Purpose:

This course is designed to provide students with a working knowledge of a major microcomputer spreadsheet program. Emphasis is on the functional rather than the technical approach to understanding, using, and managing electronic spreadsheets for business analysis and systems.

Course Prerequisites/Corequisites:

None

Student Learning Outcomes:

Upon completing the course, the student will be able to:

Civic Engagement

- Communicate information legally and ethically using a variety of channels directed at a range of audiences

Critical Thinking

- Demonstrate the importance of decision-based analysis tools within spreadsheets
- Demonstrate the ability to make data driven decisions based on a variety of frameworks
- Demonstrate the ability to forecast future trends with scenario tools

Written Communication

- Demonstrate competency to create charts and spreadsheets to present data
- Demonstrate the ability to format charts and spreadsheets to enhance usability and data driven decisions
- Apply spreadsheet design principles to worksheets, tables, and charts

Quantitative Literacy

- Demonstrate the creation and design of spreadsheets
- Create functions and formulas within spreadsheets
- Create macros as a time-effective way to prepare and maintain spreadsheets

Professional Readiness

- Recognize the importance of spreadsheets and data analysis in business systems
- Demonstrate the use of spreadsheets in business systems
- Apply data analysis tools in decision making for business systems

Scientific Literacy

- Demonstrate the use of scientific and/or mathematical formulas to have a better understanding how a spreadsheet can assist with decision making for business systems

Major Topics to be Included:

- Spreadsheet Ranges
- Functions and Formulas
- Formatting/Conditional Formatting
- Use of Graphics
- File Operations
- Charts
- Worksheets and Workbooks
- Databases, Lists, Ranges, and Tables in Spreadsheets
- Pivot Tables and Pivot Charts
- What-if Analyses
- Collaboration
- Macros and Visual Basics for Applications
- Data Interchange with Other Applications

Effective Date/Updated: August 22, 2023