

**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. Lecture 3 hours. Total 3 hours per week. 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