

**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, pivot tables, and styles, insert headers and footers, and filter data. Covers MOS Excel objectives. Prerequisite: ITE 115 or school approval  
Lecture 3 hours per week.

**Course Prerequisites/Corequisites**

ITE 115 or school approval

**Course Objectives**

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

- a. Demonstrate proficiency in designing an electronic spreadsheet incorporating numeric data, labels, formulas, functions and formatting.
- b. Create and edit charts and graphic.
- c. Work with excel tables, PivotTables, and PivotCharts.
- d. Manage multiple worksheets and workbooks.
- e. Use advanced functions, conditional formatting and filtering.
- f. Develop spreadsheets using what if analysis tools.
- g. Connect to external data.
- h. Develop 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. Advanced Functions, Conditional Formatting and Filtering
- g. What-If Analysis
- h. Importing Data into Excel

**Effective Date of Course Content Summary:** 9/24/2008