NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY
ITE 140 – SPREADSHEETING FOR BUSINESS (3 CR.)

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 per week.

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

Prerequisite: Students must be able to read and write at a college level

Course Objectives

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

- 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