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

Course Title: Spreadsheeting 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.

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:

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

Effective Date/Updated: August 22, 2023