

SYLLABUS
PART I
EDISON COMMUNITY COLLEGE
CIT 102S INTRODUCTION TO SPREADSHEETS
1 CREDIT HOUR

COURSE DESCRIPTION

Basic concepts of spreadsheet creation and use. Using spreadsheet software students learn spreadsheet structure, the entry of values and labels, creating formula and function entries, file manipulation and the printing of reports. Prerequisite: CIT 100S or satisfactory computer assessment score. Lab fee.

COURSE GOALS

The student will be able to:

1. Define common spreadsheet terms and the concepts of spreadsheet structure, text and numbers, formulas and functions, and productivity commands.
2. Create spreadsheets, charts, and formulas for simple problem solving and decision making.
3. Apply techniques to manage and use large worksheets.
4. Print spreadsheet reports and charts

CORE VALUES

The Core Values are a set of principles which guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE

1. Using the elements of a spreadsheet program
2. Enter and edit text and numbers in a spreadsheet.
3. Create, save and open an existing workbook.
4. Manipulating workbooks and worksheets.
5. Creating charts
6. Printing charts and worksheets.
7. Entering formulas and functions.
8. Enhancing worksheets