

SYLLABUS  
PART I  
EDISON STATE COMMUNITY COLLEGE  
CIS 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 saving, distribution, and printing of reports. Lab fee.

**COURSE GOALS**

The student will:

| Bloom's Level |   | Program Outcomes |
|---------------|---|------------------|
| 3             | 1. Identify and understand common spreadsheet terms and the concepts of spreadsheet structure, text and numbers, formulas and functions, and productivity commands. | 3, 4, 5          |
| 3             | 2. Create spreadsheets, charts, and formulas for simple problem solving and decision making.  | 3, 4, 5          |
| 3             | 3. Apply techniques to manage and use complex workbooks.  | 3, 4, 5          |
| 3             | 4. Produce spreadsheet reports and charts in print and other forms.   | 3, 4, 5          |

**CORE VALUES**

The Core Values are a set of principles that guide in creating educational programs and environments at Edison State. 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. Use 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. Manipulate workbooks and worksheets
5. Create charts
6. Print charts and worksheets.
7. Enter formulas and functions
8. Enhance worksheets