SYLLABUS
PART II
EDISON STATE COMMUNITY COLLEGE
CIS 102S 852 ONLINE
Excel Spreadsheets 1 CREDIT HOUR – FALL 2026

INSTRUCTOR: Dr. Roger Fulk
EMAIL: rfulk@edisonohio.edu
Instructor is available by email daily.
Office 114|West Hall
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937.726.7811 (Cell)

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: CIS 100S or satisfactory computer assessment score. Lab fee.

NOTE: CIS 110S fulfills the same obligations as this course. If you have already taken CIS 110S, drop this course. CIS 110S covers CIS 101S, 102S, 103S, and 104S. The credits are interchangeable and if you would rather take CIS 110S as one course over the mods, you are welcome to do that. If you choose to take the mods, it is in your best financial interest to take them in the same semester to save on textbook costs.

Required Text – CENGAGE UNLIMITED SUBSCRIPTION – this is all you need
The materials required for this class—and any other classes using Cengage products—are included in ONE Cengage Unlimited subscription. For $124.99 direct from Cengage (or $156.30 in the bookstore) per semester, you get access to ALL your Cengage online textbooks and access codes in ONE place. Four FREE hardcopy textbook rentals are also available for select titles for just $9.99 S&H each.

Cengage Unlimited codes and Books may be purchased in the bookstore or directly from the publisher. Make sure you have a new code. Used codes will not work. The textbook alone will not work.

TECHNICAL REQUIREMENTS
You will need access to a computer that has high speed internet with an up-to-date browser. **Use the latest version for Google Chrome for your work in this course.** A desktop PC (or most laptop computers) with Windows 10 works best for this course. You will also need access to Office 2019 or Office 365. Many computers on Edison's main campus are equipped with the

necessary software. You will need a SAM account which is available in the college bookstore. (See FAQs for more information)

COMPUTER TIME
Approximately 4 hours per week of computer time is recommended for successful completion of course requirements.

General course outline: This is a **general outline of the course** and is **subject to change** upon notification on Blackboard.
This course is entirely online so you may work on your own as long as you meet the deadlines below. You may work ahead and complete the course early. Do not wait until the last minute. Please don't hesitate to email me at any time for help with the course. That's what I am here for. I want to help you succeed.

WHEN ASSIGNMENTS ARE DUE: See Blackboard > CIS102 Information menu
All coursework will lock automatically on these dates, and you will not have access to that part.

August 24 - October 18, 2026 – 1 Credit Hour

Know Your Course Quiz and be registered in MindTap – 8/30/26 – 11:59 pm
Excel Assignments Module 1 Due: 9/6/26
Excel Assignments Module 2 Due: 9/13/26
Excel Assignments Module 3 Due: 9/20/26
Excel Assignments Module 4 Due: 9/27/26
Excel Assignments Module 5 Due: 10/4/26
Excel Assignments Module 6 Due: 10/11/26
Excel Assignments Module 7 & Final Exam Due: 10/18/26
All coursework is due (assignments and exam) by 11:59 pm

GRADING SCALE
A (90%-100%) [585 - 650 points]
B (80%-89%) [520 – less than 585 points]
C (70%-79%) [455 – less than 520 points]
D (60%-69%) [378 – less than 455 points]
F (below 60%) [377 points and below]

Grading	Points
Know Your Course Quiz	100
Excel Assignments (SAM Path & Case Problems)	350
Excel Test 1-4	100
Excel Test 5-7	100
Total Points for Course	**650**

GRADING IN MyESCC

A **Mid-term grade** and a **Final grade** will be reported in MyESCC. The work used to determine mid-term grades is everything from the first four weeks of class.

Your grades for this class are reported in Blackboard. Use POINTS in Blackboard to determine your final grade. Do not use the average that Blackboard displays. The method that Blackboard uses to compute an average can be deceiving. Your final grade in the class will be determined by the total number of points that you have earned. Your instructor will apply your total points to the grade scale (above) to determine your final letter grade in the course.

An **incomplete** ("I" grade) can only be given if you have:

1. Tested regularly and in accordance with the course schedule up to the last withdrawal date.
2. Completed all the requirements up to the withdrawal date.
3. Received a passing grade on all work.
4. Provided a documented, verifiable reason for being unable to complete the course.

To receive an incomplete, you **must** meet all the criteria listed above. An incomplete grade cannot be given after the grades are turned in to the Registrar's Office.

COLLEGE POLICIES

In our Blackboard course, there is a menu item called **COLLEGE POLICIES**. By selecting the menu item, you are able to see current information and policies in the following areas: Edison Student Handbook, Edison Community College Catalog, Academic Honesty, Core Values, Disability, Diversity, Important Dates, Dropping/Withdrawing Classes, General Education Outcomes, Student Services, Attendance & Participation, Grading Criteria, and Response Time.

ACCOMMODATIONS /ACCESSIBILITY AND DISABILITY SUPPORT SERVICES POLICY

Edison State Community College will make reasonable accommodations fbor students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact Accessibility and Disability Support Services by emailing accessibilitysupport@edisonohio.edu or by calling 937.381.1548. Accessibility and Disability Support Services is located on the Piqua Campus in Room 160. For additional information, visit the Accessibility and Disability Services page.

ADVISING SERVICES

Edison State's career pathway advisors are your partners in success. A career pathway advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathway advisor will:

- Identify the right academic major to set you on your desired career path.
- Identify the courses you'll need to accomplish your academic goals.

- Help you develop a student plan tailored to your lifestyle and work schedule.
- Prepare you to navigate your first semester at Edison State.

You can find your career pathway advisor and faculty advisor information, including their email address, by logging into MyESCC and clicking on Student Planning. Go to Plan and Schedule and click on the Advising tab. You may also call 937-778-7850 to connect via phone call.

BOOKSTORE SERVICES

The Edison State Bookstore is here for all your educational supplies including textbooks, access codes, technology, and more! Contact us at 937-778-7970, through our email at 1165mgr@follett.com, or check us out online at https://www.bkstr.com/edisonccstore/home.

CAREER AND JOB SERVICES

Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit https://www.edisonohio.edu/Career-and-Job-Services/ for more information.

COMPUTERS

If you are working on campus, computers with internet access are available in the internet café. The Library and Tutoring Center has computers and printers available for your use.

HEALTH AND WELLNESS SERVICES

Health and Wellness Services are available on the Edison State Piqua campus. The program is dedicated to providing resources that promote healthy lifestyle choices for our students, faculty and staff. Contact Darlene Francis RN, BSN at Room 060, Monday-Thursday 10am-3pm, call 937-778-7840, or email dfrancis@edisonohio.edu

LIBRARY SERVICES

The Edison State library is not only a comfortable place to study, we have an expansive collection of online resources available to help you with your research. Check out the library webpage here: https://www.edisonohio.edu/Library/. Libguides and short instructional videos are available to help you use these resources and can be found at: https://libguides.edisonohio.edu/. Please contact the library staff with any library questions you may have at library@edisonohio.edu, 937-778-7950, or stop in!

MENTAL HEALTH SERVICES

College is stressful! Feeling burned out, anxious, frustrated? When challenges arise that you need help dealing with, it's helpful to have someone to talk to. We have established partnerships with many local mental health providers. If you are struggling and need to speak with someone in person, please reach out to someone. If you are concerned about a student or colleague, please file a CARE Team form https://www.edisonohio.edu/CARE-Team-Referral-Form/ so that immediate assistance can be given. This link and the CARE Team website can be found under Campus Services on our home page.

STUDENT RESOURCE CENTER AND CHARGER STATION FOOD PANTRIES

Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Food Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries, household needs, and community resources. Stop by and check out our Charger Stations at Piqua, in the student lounge at Troy, in the Brooke-Gould Learning Resource Center at Eaton, and in Room 121 (for personal care items) and pantry items in the student lounge at Greenville. If you need additional assistance, please reach out at ResourceCenter@edisonohio.edu.

TECHNICAL SUPPORT SERVICES

For Blackboard Assignment issues, the Instructor should be the first point of contact
For Log-in or other technology issues:
There are several steps you can follow if you have issues logging in to Blackboard or Office.
During business hours:
Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts.
Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday)

- email to support@edisonohio.edu
- call 937-778-8600 and ask for IT Help Desk

After hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts
- Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat".
- Call 937-778-7957 and talk to the off-campus Blackboard company to get help

TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying

It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment, or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college. All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services. Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/.

TUTORING SERVICES

All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at tutoringcenter@edisonohio.edu, call 937-778-7959, or visit our webpage at https://www.edisonohio.edu/tutoring-center/

ADDITIONAL SUPPORT SERVICES

For additional help, please click the ASSIST tab on Blackboard or the Edison State Student Resources folder within your course.

Student Wellness Center

College is stressful! Feeling burnt out, anxious, frustrated? When challenges arise, it's helpful to have someone to talk to. We have partnerships established with many local mental health providers and can connect you with area resources.

The Student Wellness Center helps students navigate obstacles which might cause issues or create a sense of distress during your school year. Edison State has built a network of health professionals to support students. With these partnerships, the Student Wellness Center can assist students who need support in areas such as:

Recovery and Counseling referral
Housing
Food
Physical well-being

Information and education are also provided on the topics of:

Alcohol and drug abuse and prevention
Sexual assault prevention and awareness
Building healthy relationships
Inclusion and belonging
Survivor support
Self-care
Anti-Hazing

TESTING YOUR FAITH ACT POLICY

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, https://www.edisonohio.edu/services-support/registration-records, located in "Forms" and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at https://www.edisonohio.edu/services-support/student-resources.

Getting to Know Your Professor:

Dr. H. Roger Fulk



Education: Doctorate in Business Administration (International Graduate University); Masters in Business Education (Bowling Green State University); Bachelors in Business Administration (Ohio University); Associate in Applied Business (Shawnee State University)

Experience: Full Professor of Business at Wright State University (32 Years); Ohio Hi-Point Career Center (3 Years); Upper Valley Career Center – Adult Division (5 Year); Edison State Community College (7 Years)

Community Involvement: Wilson Health Hospital (Sidney) Board of Trustees | Wilson Health Hospital (Sidney) Auxiliary Volunteer & Chair of Scholarship Committee | The Mercy Mission House Board of Directors & Vice President | Shelby County Retired Teachers Association Newsletter Editor | The Valley Sidney Counter Head/Member

Have a great Fall Semester!!!!

Keep Excelling!!!

