

SYLLABUS
PART II
EDISON STATE COMMUNITY COLLEGE
CIS (Computer Information Science) -102S-853FE ONLINE
Excel Spreadsheets - 1 CREDIT HOUR – FALL 2026

Section/Term	CIS-102S-853FE (Short Term A – 8 weeks in length; ends October 18)
Class Meeting Time	Online
Location	Online
Faculty	Instructor Susan Butts
Credentials	BAE in Business Education, Arizona State University 1977 MS in Business Education, Wright State University 1998
E-mail	sbutts@edisonohio.edu
Phone	937-417-7069
Office Hours	I don't have an office, but you can reach me Monday through Saturday 11 a.m. to 9 p.m. on my cell phone by calling or texting.
Faculty Contact	If you have questions or concerns that I cannot answer by phone or email, we can set up an online or in-person meeting to help you succeed.

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.

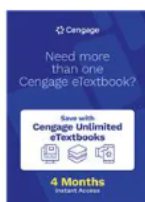
NOTE: CIS 110S fulfills the same obligations as this course. If you have already taken CIS 110S, drop this course. The CIS 110S curriculum includes all the material taught in CIS 101S, 102S, 103S, and 104S. The credits are interchangeable and if you would rather take CIS 110S as one course rather than enroll in 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

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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 or 11 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: The following is a **general outline of the course** and is **subject to change** upon notification on Blackboard.

- Opening and closing a workbook
- Navigating through a workbook and worksheet
- Selecting cells and ranges
- Planning and creating a workbook
- Inserting, renaming, and moving worksheets
- Entering texts, dates and numbers
- Implementing actions such as undo and redo, and resize columns and rows
- Entering formulas and simple functions
- Copying and pasting formulas
- Manipulating cells, rows, columns, and ranges.

- Creating patterned text with Flash Fill
- Adding cell borders and changing font sizes
- Changing worksheet views
- Preparing a workbook for printing

This course is entirely online so you may work on your own as long as you meet the deadlines below. Do not wait until the last minute. Please don't hesitate to email or call me at for help with the course **UNLESS** it is on a Sunday. That is the day I am completely unavailable. That's what I am here for. I want to help you succeed.

WHEN ASSIGNMENTS ARE DUE: See Weekly Assignments in Blackboard, but below is a recap.

Weekly class schedule – Since this is an online course, students are free to work whenever they choose. However, almost every Wednesday, a discussion board assignment will be due. The following are additional important **due dates**:

August 30 (end of Week 1) - Know Your Course Quiz and be registered in MindTap
 September 27 (end of Week 5) – Part I Excel Assignments 1-4 and Test
 October 18 (end of Week 8) – Part II Excel Assignments 5-7 and Test
 October 18 (end of Week 8) - All coursework (assignments, etc.)

GRADING SCALE

A (90%-100%) [648 - 720 points]
 B (80%-89%) [5760 – 647 points]
 C (70%-79%) [504 – 575 points]
 D (60%-69%) [432 – 503 points]
 F (below 60%) [431 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
Discussion Boards (7 entries)	70
Total Points for Course	720

ASSIGNMENT DEADLINES

Part of being an adult is using time management. In this course, the deadlines are not suggestions. The student will receive full credit if an assignment is completed on time. If the assignment/test is submitted within 24 hours after the due date, **30%** will be taken from the points earned. If the assignment/test is more than 24 hours late, a **0** will be given for that assignment.

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 nor use the gradebook in MindTap. 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.

IF YOU HAVE A PROBLEM WITH MINDTAP, Contact Cengage, not Edison Tech Support

- [Cengage Learning Platform Registration Instructions for Students](#)
- [Student Cengage Help Page](#)
- Student Options for Contacting Cengage Support
- **Phone:** 800-354-9706
- [24-7 chat for access questions and support and create a ticket](#)
- **Facebook and/or Twitter:** @cengagehelp

FALL Student Office Hours (August 17-Sept 18) *No office hours on Labor Day, September 7

- Monday-Friday, 11a-5p ET
- Students Only
- Zoom link: <https://cengage.zoom.us/j/96849499399>

TECHNICAL SUPPORT SERVICES THROUGH EDISON STATE CC

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 to Tech Support services during regular business hours--email to support@edisonohio.edu or (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

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 for students with documented disabilities. If you believe you may need 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.

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>.