

# CSA 102 Introduction to Spreadsheets

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Required Text: There is **NO** textbook required

Attendance:

Due to the nature of this class your attendance is determined by ***logging into the course on [Blackboard](#)***.

*The prerequisite for this class is CSA 101 Introduction to Word Processing and also requires competency in basic computer knowledge, to be comfortable with the fundamentals of formatting type, headers/footers, page layout tools, etc. If you are uncomfortable with computers you'll need to drop this class and wait to take it again until you are able to operate a computer, mouse and email efficiently, as well as understand and follow along with basic computer skills.*

**Skills required for this course include:**

- Comfort and previous experience with a computer
- Keyboard typing, number entry, & detailed work with your mouse or trackpad.
- Ability to login & navigate the [Doane Blackboard LMS](#)
- Attaching files and Sending assignments through your [Doane email](#)
- Basic math skills.
- Pulling up websites, images, & any online material as needed for the downloading of files.
- Opening downloaded files in Microsoft Excel

## Course Description:

Students learn to develop and use an electronic spreadsheet applications program, manipulating numerical data in tabular format for a variety of business applications. This is a course for beginners, those who are “self-taught” and even everyday users of the program. You will learn basics of spreadsheets as this course is an introduction using Microsoft Excel 2016/365 (you will need access to Microsoft Excel 2016/365) the computers on campus are available for use if needed (please be courteous of any classes using labs after 6pm). This class will be taught as an arranged / self-guided course using Microsoft Excel 2016, [Zoom](#) web conference technology, as well as Blackboard & Email. Your learning will be self-guided and on your own time. In order to take this class, you must have the following:

- Ability to log in and use your DOANE EMAIL & BLACKBOARD account, along with skills to navigate, open / attach files and email them.
- Access to Microsoft Excel 2016 or 365 for this course. You can use the computers on campus if needed or download a trial version.
- Ability to prioritize your time in order to make assignment deadlines, as all work is done on your own time.

## Course Objectives:

Upon completion of CSA 102, students will have an understanding and the skills to be able to:

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|---|---|
| • Set up an Excel worksheet               | • Basic formatting of text and worksheets                     |
| • Easily navigate between Excel workbooks | • Basic calculations using Excel formulas and basic functions |
| • Basic chart, graph and flowchart making |   |

## Methods for Assessment of Student Performance:

The student's final grade will be determined as follows:

- 65% Course assignments and activities
- 25% Final Project

10% Attendance / Participation

## Grades:

This is a course for 1-hour credit. Letter grades are given for this course. Your grade is based on full, quality completion of all required assignments &/or class projects in a timely manner. All assignments must be turned in by the deadlines given.

The following Grading Scale will be used:

100 – 97 A+  
96 – 94 A  
93 – 90 A-  
89 – 87 B+  
86 – 84 B  
83 – 80 B-  
79 – 77 C+  
76 – 74 C  
73 – 70 C-  
69 – 67 D+  
66 – 64 D  
63 – 60 D-  
Below 60 F

**Academic Integrity Policy:** The Doane Academic Integrity Policy will be adhered to in this class. All assignments, projects, exams/quizzes will represent your own work. Any use of others' ideas and words without proper citation of sources is plagiarism and will result in penalties to be determined by the instructor and / or the Dean of Undergraduate Studies.