CSA 102
Introduction to Spreadsheets

COURSE NUMBER: CSA 102
COURSE TITLE: Introduction to Spreadsheets
CREDITS: One-Credit (1)
INSTRUCTOR: Jennifer Worthington
            308.398.0800
            jennifer.worthington@doane.edu

COURSE DESCRIPTION:
A course wherein students develop and use an electronic spreadsheet applications program, manipulating numerical data in tabular format for a variety of business applications.

COURSE GOALS: At the end of this course, students will have the skills and knowledge to successfully build functioning spreadsheets in the workplace and for educational purposes.

LEARNING OBJECTIVES:

   Learning Objective One – Entering text and numbers
   Learning Objective Two – Entering formulas and formatting data
   Learning Objective Three – Creating functions, filling cells and printing
   Learning Objective Four – Creating charts and graphics

COURSE POLICIES: This class follows all policies in the student handbook.

ACADEMIC INTEGRITY
The Doane College Academic Integrity Policy will be adhered to in this class. All projects and tests 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.