

Computer Studies Department
CS 61.11A: Microsoft Excel, Part 1

Instructor *Paulette Bell*
Section 8505, Summer 2017
Class begins: June 21 **Class ends:** August 13

Our online LIVE Lectures will be held on Wednesdays from 5:00-8:00 pm. If you are unable to attend the *online* LIVE Lecture, you can watch a recording of the lecture later in the week at a time that is more convenient for your schedule. Questions about anything you read? Email me at pbell@santarosa.edu

- This is a fully online section with no mandatory face-to-face meetings/activities



ANNOUNCEMENT

I will be using MS Excel 13 in our lectures and there is a reason for it: textbooks are less expensive than the newer software would require. More about textbooks later on the next page.

There are a few minor differences if you are using Excel 16 or 10 and you are welcome to take this class with any of the three versions. If you don't have the program installed on your computer, you can use the SRJC computer lab if you are really motivated to take this class. For a really good price to buy the software, check out software deals at Collegbuys.org They have exceptional pricing for Microsoft Office, plus lots of other software and hardware deals. Take a look-see.



Instructor Paulette Bell

We will be using Canvas, a course management system for online content. If you are new to Canvas, please review the [Canvas Student Information](#) page for more information.

WELCOME

Hello, I'm Paulette Bell and I've been teaching at the JC since 1998. I look forward to working with you in this Excel class.

[Click to read comments](#) from my students in previous classes I've taught.

If you don't have the free Acrobat program on your computer, you can download [Adobe Acrobat Reader](#). We may use PDF files in class and you will require the free Reader program to view those files. Most computers have it already installed.

Please read the information on the rest of this page carefully as this information is part of your syllabus.

CLASS TOPICS

Topics that we cover in class include:

1. Creating a Worksheet and a Chart

2. Formulas, Functions, and Formatting
3. Working with Large Worksheets, Charting, and What-If Analysis
4. Financial Functions, Data Tables, and Amortization Schedules
5. Working with Multiple Worksheets and Workbooks
6. Creating, Sorting, and Querying a Table

STUDENT LEARNING OUTCOMES

Students will be able to:

1. Create, edit, and format Excel worksheets
2. Apply formulas and manipulate cell data
3. Organize multiple worksheets and workbooks
4. Apply Excel features for security and protection
5. Apply tools for proofreading and doing research

EXPECTATIONS

I have high expectations for all my students and I have every confidence you will demonstrate exemplary student conduct. Nevertheless, these links are included for your edification:

Link to: [Student Conduct Standards](#) and [Academic Integrity](#) policies.

TEXTBOOK

The textbook is required for class because you will need it to study, do your homework, and prep for quizzes.

BOOKS ARE EXPENSIVE, I know. So hopefully you can find one that won't break the bank. There are some options to find the best price (below).

Online price checking will usually get you the best price. The SRJC Bookstore might have **used** books you can buy so check that out. Towards the end of this section are links where you can compare different prices for the textbook.

Be sure and get your book by the time class begins! You don't want to fall behind in this class.

Microsoft Excel 2013 Comprehensive Concepts and Techniques

ISBN-10: 1285168437 ~ ISBN-13: 9781285168432

Publisher: Shelly Cashman series/Delmar Cengage Learning ~ Authors: Steven Freund | Mali Jones | Joy L. Starks

[Order Book from the Publisher](#) (best to check online options for the best price!)

Other textbook versions:

Microsoft Excel 2010 Comprehensive Concepts and Techniques

ISBN-10: 1439079013 ~ ISBN-13: 9781439079010

Microsoft Excel 2016 Comprehensive

ISBN10: 1-305-87072-7 ~ ISBN13: 978-1-305-87072-7



☉At the publisher's website, there is a tab towards the bottom of the page where you can locate student materials for class. We'll discuss at our first class meeting.

☉The JC Bookstore might have some second hand books available because this book has been used for a few semesters. Give them a call to see if there are used books you can purchase: (707) 527-4321

☉There is a copy of this textbook on the 4th floor Reserve Desk at Doyle Library, Santa Rosa campus.

☉The Mahoney Library on the Petaluma Campus also has a copy. You need your student ID to check out any book from the Petaluma library. The call number for the book is: HF5548.4 .M523 F74 2014 PC

Other Textbook Information: Check out the following websites to see where you can buy the most inexpensive textbook or other options like renting or digital editions:

[Save on Textbooks](#)

[Direct Textbooks](#)

MATERIALS AND SUPPLIES

I recommend all students purchase a flash drive to save files, especially if you are planning to do work on multiple computers, like in the JC computer lab and at home.

A typical flash drive (16-32 GB) can be used with your other JC classes, as well as at home and/or at the office, depending on size. Good deal.

You can also sign up for online storage at a site like DropBox.com or Microsoft's OneDrive (formerly known as 'SkyDrive').

LAB

Besides having me, your humble instructor, for any Excel help, there are also cheerful lab assistants who are very knowledgeable. Most of you will be working from home but you can come to campus and work in the computer lab if you wish. Your computer on the JC main campus is the BCL lab on the second floor of Maggini Hall; in Petaluma, the lab is PC 641, located in the Call Building on the first floor. Link to:

[SRJC Computer Lab Schedules](#)

GRADING

Your syllabus has detailed information on the grading scheme for this class.

You can take this class Pass/No Pass so you don't have to worry about a grade. Pass/No Pass does not affect your grade point average (GPA). Check with your Counselor if you need additional information.

Use your Student Portal to choose the Pass/No Pass option.

LOGGING INTO CLASS

I will be sending you a detailed email about a week or so before class begins, with all the information you will need to get logged into our class.

ACCESSIBILITY ADVISORY

Students with limited vision should consult with the instructor and a DRD specialist before enrolling in an online section of this course.

READY TO LEARN EXCEL?

Excel can be fun so . . . let's do it!

