CS 61.11B – Microsoft Excel, Part 2



Welcome

If you are viewing this page, you have successfully registered for the class and used your username and password. Congratulations! This page will tell you important information about the class and how you can be a successful online student.

You will find this eight-week online course to be fun as well as packed full of information.

Since this is a quick course, the organization of the course has been made as simple as possible. Each week, you should follow the directions on the weekly assignment page, which generally follow this pattern:

1. Read the textbook lesson for the week
2. View any video materials
3. Read the instructor's notes
4. Submit assignment(s) for the week
5. Take the online quiz
6. Post your comments in the Message Forum discussion area when required

Adobe Reader

Some pages in this class link to PDF files. You may need the free Adobe Reader application to access the files.

Get Adobe Reader (Links to an external site.)

Computer Labs

Excel is available on both the Santa Rosa and Petaluma Campuses. In Santa Rosa you can use the Maggini Hall Computer Lab in room 2811. In Petaluma you will use the computer lab in Call Hall. Microsoft Office 2013 and 2016 is installed on the computers.

Contacting Me

My virtual office hours for this class are every Wednesday between 5:00 - 7:00 p.m. and every Friday from 9:00 - 10:00 a.m. This means you can count on me to be online and quickly responding to any e-mail questions you might have. I typically respond to your e-mail as quickly as I can but certainly within 24 hours. However, I usually do not work on the weekends so I can have time with my family. To reach me by e-mail send an e-mail to pdarling-facio@santarosa.edu. Be sure you include our course (CS 61.11A) in the subject line. You may also go to the Questions and Concerns Message Forum to ask a question of the Class.

You can also contact me via phone at 707-527-4999 (Ext: 9600). This is a voicemail number only. Please be sure you include your name, your course, a return number and a good time to call you back.

Course Description

Duration: October 23 - December 17 (8 weeks)
Units: 1.5
Grade Code: Graded course with P/NP option
Prerequisite: CS 61.11A – Microsoft Excel, Part 1

Course Content and Objectives
We will be completing six regular lessons in the textbook.

Topics covered in this class include:

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

Attendance
Although this is an online course, your "attendance" in class is mandatory. The factors that make up "attendance" include submitting your assignments on time, participating in online class discussions, and completing quizzes by the due dates stated on the Class Schedule.

- It is the student's responsibility to opt for a P/NP (Pass/No Pass) grade.
- It is the student's responsibility to drop this course by the drop date(s) listed in this Syllabus.
- Students who have not submitted assignments or contacted me by November 2 will be dropped by the instructor as No Shows.

Student Learning Outcomes

Students will be able to:

- Create, edit, and format Excel worksheets.
- Apply formulas and manipulate cell data.
- Organize multiple worksheets and workbooks.
- Analyze the security and protection features in Excel.
- Apply tools for proofreading and doing research.

Learning Management System

Students will use the Canvas course web site for assignment instructions, submitting assignments, sharing resources, and viewing grades.

Textbook

If you purchased the Comprehensive text in a prior semester (Excel 2013 or 2016), you may use it for this class.

Microsoft Excel 2013, Part 2
ISBN: 978-1-337-45418-6
Publisher: Course Technology / Cengage Learning

OR

Microsoft Excel 2016, Part 2
ISBN: 978-1-337-45416-2
Publisher: Course Technology / Cengage Learning

Textbook Purchases at SRJC Bookstore
Online students can request the SRJC Bookstore mail their texts to their home via UPS.

Online students can also texts at either the book store in Santa Rosa or Petaluma. If a text is not in the Petaluma bookstore, ask personnel there to request it on the next delivery from Santa Rosa.

Locate and order textbooks online from the Santa Rosa Junior College Bookstore.

Online Purchases
You can also order online from the publisher, but be sure you allow adequate time for delivery!

1. Visit the publisher's website at http://www.coursedirect.com (Links to an external site.)
2. Type the ISBN 978-1-337-45418-6 or 978-1-337-45415-2 in the search box and click Search.
3. There are several online options available including looseleaf and an ebook.

4. Follow the instructions to add the item to your cart and complete the checkout process.

Required Software

To be successful in the class, you will need to have access to Microsoft Excel. You can use Excel 2013 or 2016 for this course. Microsoft Startup is not the same program and will not work in this class.

Important Dates

- October 23 - Class begins
- October 28 - Last day to drop with a refund
- November 2 - Last day to drop without a W
- November 7 - Last day to opt for Pass/No Pass
- December 4 - Last day to drop with a W
- December 17 - Last day of class

Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it. A student may be dropped from any class when that student's absences exceed ten percent (10%) of the total hours of class time. It is strongly advised that if you need to miss more than one class/homework deadline in a row that you contact the instructor to avoid being dropped from the class.

Tests and Exams

There will be weekly quizzes based on information in the text, lecture notes, and assignments. There is no final exam in this course. Students will complete a final project in Excel.

You must take the quizzes by the deadlines; quizzes cannot be submitted late. The computer turns off the tests at midnight of the due date; however, if you are in the middle of the test at midnight, the computer will allow you to submit the quiz. No makeup of quizzes is allowed. If a quiz is not taken, "0" points will be assigned.

You may take the quiz more than once but your first submission will be the graded submission so please do not hit Enter until you have completed the quiz. If you click the quiz link and open the quiz you must take it! You cannot open the quiz, close it and then reopen it without incurring a penalty.

Unless you have a notice of accommodation from Disability Resources, you will have 20 minutes to complete the quiz. There is no timer in the quiz so you will need to watch your time. Be sure you have time to complete it before you click the link below. Again, once you click on the quiz link you must complete the quiz.

Most questions must be manually graded so don't panic when you don't see points for a question that is correct. I only have the ability to insert a few correct choices but rest-assured, I will look at each and every question before submitting the final grade for the week. You will know when I have entered the final grade because I will leave a comment in the quiz for you.

There will be videos and online resources included each week. The videos are not required, but are very informative.

Instructor Announcements and Q&A Forum

The instructor will post announcements on the "Instructor Announcements" page in Canvas throughout the course. Canvas notifies students according to their preferred Notification Preferences. A "Q&A Forum" is also available as a pinned Discussion to ask for assistance of your classmates or of the instructor.

Late Policy

All assignments are due by midnight on the due date shown in the Modules link. You can submit an assignment before the due date, but, if you submit an assignment after the due date, a 10% penalty will be deducted from the points possible for each day the assignment is late. Assignments will not be accepted more than one week after the deadline for ANY reason.

Grading

The course grade is determined by dividing the number of points earned by the total number of points possible. The following grading scale will apply:
90% - 100% A
80% - 89% B
70% - 79% C
60% - 69% D
00% - 59% F

All students are expected to do their own work and save documents to their individual disk. Students copying or claiming the work of others as their own will be given an F (zero points) for the assignments.

Standards of Conduct

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the Student Code of Conduct page.

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. Students are encouraged to share information and ideas, but not their work. See these links on Plagiarism:

SRJC Writing Center Lessons on avoiding plagiarism (Links to an external site.)
SRJC's statement on Academic Integrity

Special Needs

Every effort is made to conform to accessibility standards for all instructor-created materials. Students should contact their instructor as soon as possible if they find that they cannot access any course materials. Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (707-527-4278).