CS61.11A, Section 4730 - Microsoft Excel, Part 1
Fridays from 9:00am to 12:20pm
January 18, 2019 - March 15, 2019
Room [2806 Maggini Hall, Santa Rosa Campus](#)
Instructor: Beaury Foshée
Office hours: Fridays 12:25pm to 2:00pm,
Maggini Hall 3rd Floor CS Dept Office, Room 2937
Phone: 707-494-8696 - *text only in an emergency, otherwise email is the preferred method of communication for this class.*
Email: bfoshee@santarosa.edu

Course Description:

This course emphasizes creating, editing, formatting and printing Excel worksheets, workbooks, charts and web pages, using functions and formulas, and worksheet analysis.

Recommended Preparation:

Eligibility for ENGL 100 or ESL 100

Course Outcomes:

Students will:

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

Objectives:

Upon completion of the course, students will be able to:

1. Explain the functions of Excel windows and applicable terminology.
2. Create, modify, format, edit, and print workbooks.
3. Produce worksheets using Excel's prebuilt functions; create formulas.
4. Create, format, manipulate and print charts.
5. Create and publish web pages.
6. Construct formulas using Absolute, Relative and Mixed Cell Referencing.
7. Use Logical, Financial, Statistical, Database, and Lookup functions.
8. Explain Arithmetic operations and order of math precedence.
9. Prepare a worksheet analysis using What If, and Goal Seek.
10. Create Data and Amortization tables.
11. Manipulate large multisheet workbooks.
12. Create Web and External Data Queries.

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13. Produce worksheets using Workbook Security and Protection.
14. Organize data using Database Functions; Filtering and Sorting, Data Validation.
15. Evaluate worksheets using Proofreading tools.
16. Research Excel topics using Excel Help.

Topics and Scope:

1. Worksheets and Charts
   1. Start and exit Excel
   2. The worksheet window/Excel terminology
   3. Open, save, close, and print workbooks
   4. Enter text, values, and formulas
   5. Document properties
   6. SUM and AutoCalculate functions
   7. Formatting worksheets
   8. Copy and Paste
2. Excel Help
   1. Functions, Formulas, Formatting, and Web Queries
   2. Edit and format worksheets
   3. Print and Print Preview
   4. Average, Max, and Min functions
   5. Range Finder and Verifying formulas
   6. Conditional Formatting
   7. Page Layout (orientation, margins, headers and footers)
   8. Web queries and External Data
   9. Manipulate columns and rows
   10. Spellcheck, Find and Replace
   11. Arithmetic operations and order of math operations
3. Advanced formatting (themes, backgrounds, styles)
   1. Formulas, Charting, and Large Workbooks
   2. Advanced charting
   3. Fill series
   4. Freeze/Unfreeze cells
   5. Absolute, Relative, and Mixed Cell Referencing
   6. The IF function
   7. Date and Time functions
   8. Format Painter
   9. Formatting Numbers and Dates
   10. Working with Multiple worksheets
   11. Creating, naming and working with Ranges
   12. Worksheet Analysis What If and Goal Seek
   13. Creating Web Pages
4. Financial Functions and Data Tables
   1. Financial Functions (PMT, FV, etc.)
   2. Data and Amortization tables
   3. Formula checking

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        4. Security; Worksheet and Workbook Protection
        5. Hide/Unhide
        6. Print Options
5. Data Tables Sorting and Filtering
        1. Creating and working with Data Tables
        2. Filtering, Sorting, Subtotals, and Data Validation
        3. Database Functions
        4. Lookup Functions
        5. Save with Different Formats

Text/Materials/Web:

Required Text:

Shelly Cashman Series Microsoft Office 365 & Excel 2016: Comprehensive
by Steven M. Freund; Joy L. Starks; Eric Schmieder

Publisher: Cengage Learning
Print ISBN: 9781305870727, 1305870727
eText ISBN: 9781337015790, 1337015792
Edition: 1st
Copyright year: 2017

Handouts: Instructor will provide this materials

Materials and Supplies

You will need:

- 1 USB Flash Drive for lab
- Some way of keeping notes -- digital, written, or otherwise.
- Although not required, it is helpful for CS61.11A students to own a PC or Mac computer with Microsoft Office, i.e. Excel 2016 installed. Please install 2016, not 2019.
- If you don't already have it installed, here is a link to a great deal on Microsoft Office from the Foundation for California Community Colleges: CollegeBuys(Links to an external site.) (Links to an external site.)Links to an external site.

Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it. But, if you feel you must quit the class, please talk with me first. Together we may find a way for you to complete the course successfully. If you quit without officially dropping, you are still graded on all the remaining work, usually resulting in an "F" grade. Please drop through your Portal if you do not wish to continue. Information can be found here: https://www.santarosa.edu/app/admissions/

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Attendance

This course is only 8 weeks long. I expect you to attend the class regularly in order to keep up.

Pass‑NoPass (P/NP)

You may take this class P/NP. You must decide before the deadline, and add the option online with TLC or file the P/NP form with Admissions and Records. With a grade of C or better, you will get P.

You must file for the P/NP option by 2/1/2019. Once you decide to go for P/NP, you cannot change back to a letter grade. If you are taking this course as part of a certificate program, you can probably still take the class P/NP. Check with a counselor to be sure.

Instructor Announcements and Q&A Forum

The instructor will post announcements on the "Instructor Announcements" page in Canvas throughout the semester. Canvas notifies students according to their preferred Notification Preferences.

Late Policy

All assignments are due at midnight PST on the due date listed for each assignment. A late submission will receive a 20% penalty. Submissions more than one week late are not accepted without prior arrangement.

Assignments

Assignments are submitted via Canvas. The purpose of any assignment is to add to your understanding of the Excel course content, not just give you directions to follow. You may need to do some exercises more than once to get a better understanding of what you are doing.

Grading depends on how thorough and accurate you are, and how well you communicate what you have learned. I am looking for learning, not perfection.

Exams

There will be three short quizzes to check for learning progress. These will be presented at the end of modules 2, 4, and 6. Quizzes are accessed, and taken online through Canvas.

Materials come from the textbook, class lectures and supplemental materials. If any quiz is missed, a zero will be recorded as the score. It is your responsibility to take quizzes by the due date. No makeups or extra credit will be given.

The class will culminate with a *Final Cumulative Project* and a short *Exam week 8. No assignments will be accepted after midnight 3/15/2019, the last day of class.*

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Grading Policy

Click the "Grades" link in Canvas to keep track of your grades. I grade once a week and post grades and comments, if any, in the Canvas gradebook.

Grades will be based on the total percentage of points earned during the course, assigned as follows:

This information is an example as the final course assignments are tentative at this point.

Assignments 60%

Exams 15%

Final Project 25%

The following percentages earn these grades

  90 - 100% A

  80 - 89% B

  70 - 79% C

  60 - 69% D

Note: If taking Pass/No Pass you need at least 70% of the total class points and complete the midterm exam and the final exam to pass the class.

Standards of Conduct

Respect
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, if discovered. 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.) (Links to an external site.)Links to an external site.
SRJC's statement on Academic Integrity

Emergency Evacuation Plan - for in-person classes

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In the event of an emergency during class that requires evacuation of the building, please leave the class immediately, but calmly. Our class will meet at a designated spot to make sure everyone got out of the building safely and to receive further instructions. (If the class is on a second or higher floor, provide clear directions to the stairs). If you are a student with a disability who may need assistance in an evacuation, please see me during my office hours as soon as possible so we can discuss an evacuation plan.

Special Needs

If you need disability related accommodations for this class, such as a note taker, test taking services, special furniture, etc., please provide the Authorization for Academic Accommodations (AAA letter) from the Disability Resources Department (DRD) to the instructor as soon as possible. You may also speak with the instructor privately during office hours about your accommodations. If you have not received authorization from DRD, it is recommended that you contact them directly.

Disability Resources Department
Tel: (707) 527-4278 Santa Rosa
Tel: (707) 778-2491 Petaluma
Email: disabilityinfo@santarosa.edu

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

Course Outline

Assignment Descriptions:

Apply Your Knowledge is an assignment that helps reinforce skills and apply the concepts learned in this Module.

Extend Your Knowledge is an assignment that challenges the skills learned in this Module and to experiment with new skills. Students may need to use Help to complete the assignment.

Analyze, Correct, Improve is an assignment that asks students to analyze a worksheet, correct all errors, and improve the design.

Consider This: Your Turn is a series of assignments in which students apply creative thinking and problem-solving skills to design and implement solutions.