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# **CS 61.11B – Microsoft Excel, Part 2**

## **Summer 2024 – Section 8575**

### **Course Syllabus**

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#### 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

#### 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 you can use the Canvas Inbox link. This will send me a private message and I can reply to you directly in Canvas. 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

This course uses advanced Excel tools such as macros, workbook protection, Goal Seek, Solver, Scenarios, and PivotTables and PivotCharts. This course aligns with the Microsoft Office Specialist Certification test.

[CS 61.11B – Course Outline of Record](#)

Duration: June 17 – August 11 (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. Manage workbook options and settings.
2. Apply custom data formats and layouts.
3. Create advanced formulas.
4. Create advanced charts and tables.

### **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 June 28 will be dropped by the instructor as No Shows.

## **Student Learning Outcomes**

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

- Use advanced features of Excel to create, modify, and use macros, charts, and PivotTables.
- Create and use advanced formulas and functions.
- Use advanced worksheet/workbook options and settings (such as protection, password encryption, etc.).

## **Learning Management System**

Students will use the Canvas course web site for assignment instructions, submitting assignments, sharing resources, and viewing grades. This class is 100% online and there are no required in person meetings.

## **Textbook**

There is required text in this class and it would not be possible to complete the class without the text. You can purchase or rent the text. You can also choose the digital option.

If you purchased the Excel 2019 Comprehensive text in a prior semester, you may use it for this class. You may not use the Excel 2016 text.



Microsoft Excel 2019 Comprehensive  
ISBN: 978-0-3570-2640-3  
Publisher: Course Technology / Cengage Learning  
Authors: Steven M. Freund and Joy L. Starks  
Edition: 1<sup>st</sup> Edition, 2020

### **Textbook Purchases at SRJC Bookstore**

You can locate and order textbooks online via the [SRJC Bookstore](#). Note that if you want to pick your books up in Petaluma, you need to order them from the Petaluma Bookstore website.

### **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 [Cengage Website](#).
2. Click Search Product.
3. Type the ISBN in the search box and click Search.
4. Follow the instructions to add the item to your cart and complete the checkout process.

### **Reserve**

The Comprehensive 2019 textbook for this course is on reserve in the Santa Rosa Library with a two-hour time limit. The book may be checked-out within the library only. In order to check out a reserved book, bring Student ID.

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### **Required Software**

To be successful in the class, you will need to have access to Microsoft Excel. You can use Excel 2019 for this course. Microsoft Startup is not the same program and will not work in this class.

You may use the Mac version of Excel to complete this class but you will encounter some differences and many tasks may be challenging. We recommend that you use the Windows version of Excel.

Microsoft's Office 365 suite is available to all currently enrolled SRJC students. With Office 365, students can download and install the latest version of Office Suite (2019) and OneDrive storage on up to 5 personal devices. You can install on your home PC or Mac or laptop and any other devices such as: iPhone, iPad, Surface. O365 for Students

Students will also need Adobe Reader. You can download a free version of Adobe Reader from [Adobe Reader](#) website.

## 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 2019 is installed on the computers.

## Important Dates

- June 17 - Class begins
- June 23 - Last day to drop with a refund
- June 28 - Last day to drop without a W
- July 28 - Last day to drop with a W
- August 11 - Last day to opt for Pass/No Pass
- August 11 - 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 11:59 pm on the due date; however, if you are in the middle of the test at 11:59 pm, the computer will allow you to submit the quiz as is. No makeup of quizzes is allowed. If a quiz is not taken, "0" points will be assigned.

You may only take the quiz once and 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.

## 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 after the last day of class for ANY reason.

## Grading Policy

Visit the “Grades” in Canvas to keep track of your grades. I grade several times each week and post grades and comments on the online Canvas gradebook.

All assignments, discussions, quizzes, and projects will be assigned a point value. Your final grade will be weighted based on the following categories:

- Assignments and Discussions – 50%
- Quizzes – 20%
- Midterm Project – 10%
- Final Project – 20%

Grades will be assigned as follows:

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	Below 59 %

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.

***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

### What is Academic Integrity?

Academic integrity means honesty in academic work. All your coursework should be a result of your own efforts. I understand you can often feel pressured and overwhelmed by the demands of school, work, and personal commitments. It is still expected that you will approach your work with honesty and integrity. While I recognize that mistakes can happen, violating the college's academic integrity policies may compromise your academic career. You would also be devaluing your resulting degree or certificate when you enter the workforce or transfer and cannot meet the expectations that your degree or certification requires.

Collaborating on or copying quizzes or assignments in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that quiz or assignment. Late work is allowed in this class so please take the time you need to complete your work to the best of your ability. A late penalty will apply to any work submitted after the due date, but some points are a lot better than none.

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. At SRJC, you have both rights and responsibilities as a student. Please take a few minutes to read the [Academic Integrity Student Rights and Responsibilities web page](#).

### Advice

Here are some quick tips, adapted from [What is Academic Integrity?](#) (Massachusetts Institute of Technology, 2018):

#### What to Do

- Trust the value of your own intellect.
- Demonstrate your own achievement and abilities.
- Do original work for each class.
- Undertake research honestly and credit others for their work.
- Ask for help from me, or for more time if you need it!

#### What Not to Do

- Use work from a prior semester, even if you created it.
- Ask another student to do your work for you.
- Purchase assignments or use AI tools to complete your work.

- Take an exam or complete an assignment for another student.

## Special Needs

Students with disabilities who believe they need accommodation in this class are encouraged to contact [Disability Resources](#) (707-527-4278), as soon as possible to better ensure such accommodations are implemented in a timely fashion.

## How to Succeed in this Online Course

- Turn on notifications in Canvas. You can set notifications for daily, weekly, or a summary. You can be notified via text or email. When your notifications are on you will receive reminders and announcements from me about upcoming assignments. You can change your notifications using the Account button in the Global Navigation in Canvas.
- Be sure to note deadlines for online assignments, discussion posts, quizzes, and projects.
- Check Grades for points earned every week to make certain your points are recorded accurately. If you note a discrepancy, please send me a private message using the Canvas Inbox as soon as possible.
- There will be videos and online resources included each week. The videos are not required but are very informative.
- Above all, do NOT allow yourself to get behind in completing the weekly assignments. If you get behind in the assignments, you will miss the deadlines for the assignments or quizzes. It is imperative that you do not miss the deadline or skip an assignment or quiz.