

# Course Syllabus



## CS 61.11: Microsoft Excel Part 1

### Section 2159

## Course Description

In this course, students will learn to create and manage worksheets and workbooks, create cells and ranges, create tables, apply formulas and functions, and create charts and objects. This course aligns with the Microsoft Office Specialist certification test.

## Student Learning Outcomes

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

1. Create, edit, format, and organize Excel worksheets and workbooks.
2. Apply formulas and functions to calculate cell data.
3. Utilize a variety of Excel features (such as tables, charts, and objects).

You may find additional information on the [Course Outline of Record \(https://portal.santarosa.edu/SRWeb/SR\\_CourseOutlines.aspx?Semester=20247&CVID=51655\)](https://portal.santarosa.edu/SRWeb/SR_CourseOutlines.aspx?Semester=20247&CVID=51655), (COR) page for Social Media & Society.

## Class Meetings

This course will be offered synchronously asynchronously online. There will be weekly zoom Office Hours if you would like to ask questions and/or receive remote assistance.

## Instructor Contact

E. Hansen [pronouns: she/her]

Email: [ehansen@santarosa.edu](mailto:ehansen@santarosa.edu) (<mailto:ehansen@santarosa.edu>)

Office Hours: TBD via Zoom, or by appointment.

I usually respond to emails within 24 hours on weekdays.

## Instructor Announcements

The instructor will post announcements on the "Announcements" page in Canvas throughout the semester. Canvas notifies students according to their preferred Notification Preferences as soon as the instructor creates an Announcement. They can also be viewed on the Home Page for the course.

## Course Web Site

Students will use the Canvas course web site for assignment instructions, submitting assignments, viewing classmate's work, sharing resources, and viewing grades. All assignments will have due dates that can be viewed in the weekly **Modules** as well as in the Canvas **Calendar**.

## Textbook

### Microsoft Excel 2019 Comprehensive

ISBN: 978-0-3570-2640-3

Publisher: Course Technology / Cengage Learning

Authors: Steven M. Freund and Joy L. Starks

Edition: 1st Edition, 2020

You can locate and order textbooks (print or digital) online via the [SRJC Bookstore. \(https://bookstore.santarosa.edu/\)](https://bookstore.santarosa.edu/). Note that if you want to pick your book up in Petaluma, you need to order them from the Petaluma Bookstore website.

This title (to buy or rent) is also located on [Amazon.com](https://www.amazon.com/Shelly-Cashman-Microsoft-Comprehensive-MindTap/dp/0357026403/ref=sr_1_1?) [https://www.amazon.com/Shelly-Cashman-Microsoft-Comprehensive-MindTap/dp/0357026403/ref=sr\\_1\\_1?](https://www.amazon.com/Shelly-Cashman-Microsoft-Comprehensive-MindTap/dp/0357026403/ref=sr_1_1?)



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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 \(https://it.santarosa.edu/o365-students\)](https://it.santarosa.edu/o365-students)

Students will also need Adobe Reader. You can download a free version of Adobe Reader from [Adobe Reader](http://get.adobe.com/reader/) (http://get.adobe.com/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 is installed on the computers.

Please check the [lab schedule \(https://it.santarosa.edu/computer-labs\)](https://it.santarosa.edu/computer-labs) before attempting to work on campus.

## Important Dates

Date Class Begins: 8/19

FIRST CENSUS DATE: 8/29

Date Class Ends: 10/13

Last Day Add w/o add code: 8/21

Last Day Add with add code: 8/29

Last Day Drop for Refund: 8/24

Last Day for P/NP option: 10/13

Last Day Drop w/o W: 8/29

Last Day Drop with W: 9/29

Date Final Exam: 10/7

## Dropping the Class

If you decide to discontinue this course, it is **your responsibility** to officially drop it to avoid getting no refund (after 10% of course length), a W symbol (after 20%), or a grade (after 60%). Also, for several consecutive, unexplained absences, the instructor may drop a student.

## Pass - No Pass (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 the date listed in the Important Dates section above. 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.

## Attendance

Students who fail to attend the first class or do not log-in to an online class after the second day of the semester will be dropped from the class. It is strongly advised that if you need to miss more than one class/homework deadline in a row that you contact me to avoid being dropped from the class.

## Late Policy

All assignments are due **at 11:59pm PST** on the due date. A late submission will receive a 3% penalty per day.

## Exams

There will be **online midterm and final** exams. The material comes from the textbook, class lectures and supplemental materials. If any exam is missed, a zero will be recorded as the score. It is your responsibility to take the online exams by the due date.

## Grading Policy

Visit the "Grades" in Canvas to keep track of your grades. I grade once a week and post grades and comments on the online Canvas gradebook.

I use weighted grades based on the evaluation methods listed in the COR. The groups are:

- Writing – 30%
- Problem Solving – 35%
- Exams – 25%
- Other – 10%

Final grades will be assigned as follows:

- A – 90% and above
- B – 80% to 89%
- C – 70% to 79%
- D – 60 to 69%
- F – 59% and below

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

## 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. \(https://student-conduct.santarosa.edu/\)](https://student-conduct.santarosa.edu/)

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. I encourage students to share information and ideas, but not their work. See these links on Plagiarism:

[SRJC Writing Center Lessons on avoiding plagiarism \(http://srjcstaff.santarosa.edu/~jroyal/research/plagiarism/plagiarism.html\)](http://srjcstaff.santarosa.edu/~jroyal/research/plagiarism/plagiarism.html)

[SRJC's policy on Academic Integrity \(http://www.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A63TMC78051C\)](http://www.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A63TMC78051C)

## Resources for Students with Disabilities

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

## Other Important Policies and Practices

### Avoid Plagiarism Like the, er, Plague

Although most students have likely heard about plagiarism during their years of schooling, it still is prevalent-even in higher education.

The video below reviews what plagiarism is and how not to do it.

[Plagiarism: How to avoid it \(http://www.youtube.com/watch?v=2q0NIWcTq1Y\)](http://www.youtube.com/watch?v=2q0NIWcTq1Y)



<http://www.youtube.com/watch?v=2q0NIWcTq1Y>

### Netiquette, or Why Is It Harder to Be Polite Online?

*Netiquette* refers to using common courtesy in online communication. All members of the class are expected to follow netiquette in all course communications. Use these guidelines:

- Use capital letters sparingly. THEY LOOK LIKE SHOUTING.
- Forward emails only with a writer's permission.
- Be considerate of others' feelings and use language carefully.

- Cite all quotations, references, and sources (otherwise, it is plagiarism).
- Use humor carefully. It is hard to "read" tone; sometimes humor can be misread as criticism or personal attack. Feel free to use emoticons like :) for a smiley face to let others know you are being humorous.
- Use complete sentences and standard English grammar to compose posts. Write in proper paragraphs. Review work before submitting it.
- Text speak, such as "ur" for "your" or "ru" for "are you" etc., is only acceptable when texting.

## Syllabus Changes and Errors

The instructor may make changes and updates to the course syllabus and schedule as needed. Students will be notified of any changes. If you find any broken links, outdated information, or other content that just seems "off" somehow, please let me know so I can fix it. I really do appreciate students helping me find and fix mistakes or confusing wording in my materials (and I give extra credit for this assistance throughout the semester!)

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