CS 61.1A – Microsoft Excel, Part 1
Fall 2025 – Section 1321
Course Syllabus

Welcome
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. Read the instructor's notes
3. View instructor videos (optional)
4. Submit assignment(s) for the week
5. Take the online quiz
6. Post your comments in the Discussion Forum, when required

Course Description
This course emphasizes creating, editing, formatting and printing Excel worksheets, workbooks, charts and web pages, using functions and formulas, and worksheet analysis. This course aligns with the Microsoft Office Specialist Certification Test.
CS 61.1A - Course Outline of Record

Duration: August 18 – October 12 (8 weeks)
Units: 1.5
Grade Code: Graded course with P/NP option
Prerequisite: None

Course Content and Objectives
Students will be able to:
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

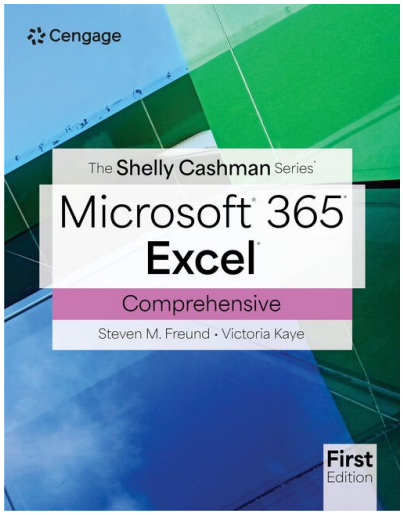
Student Learning Outcomes
1. Create, edit, and format Excel worksheets.
2. Apply formulas and manipulate cell data.
3. Organize multiple worksheets and workbooks.
4. Analyze the security and protection features in Excel.
5. Apply tools for proofreading and doing research.

Class Meetings
This is a 100% online class and there are no required in person meetings.

Instructor Contact
Pamela Darling-Facio
- Email: pdarling-facio@santarosa.edu
    - Once class has started, please the Canvas Inbox to send messages.
    - I respond to emails with 24 hours.
- Phone: 707-527-4999, ext. 9600
    - This is a voicemail number only.
- Online Office Hours: Wednesdays 5:00 – 7:00 pm and Fridays 9:00 – 10:00 am

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

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. The same textbook may be used in CS 61.1A and CS 61.1B.



Shelly Cashman Series Microsoft Office 3656 & Excel Comprehensive
ISBN:
- eBook: 9780357881637
- Paperback: 9780357881613

Publisher: Cengage
Authors: Rob Wilson
Edition: 1st Edition, 2025

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.

Required Software

To be successful in the class, you will need to have access to Microsoft Excel. The textbook and course content as based on the Office 365 version of Excel.

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. You can visit the Office 365 for Students web page for more information and a link to access the tools.

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 is installed on the computers.

Please check the lab schedule before attempting to work on campus.

Important Dates

- August 18 - Class begins
- August 23 - Last day to drop with a refund
- August 28 - Last day to drop without a W
- September 28 - Last day to drop with a W
- October 12 - Last day to opt for Pass/No Pass
- October 12 - 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.

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.

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 as soon as the instructor creates an Announcement. A “Q&A Forum” is also on Canvas to ask for assistance of your classmates or of instructor.

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 August 28 will be dropped by the instructor as No Shows.

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.

Quizzes 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 assessment project using 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 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 can only insert a few correct choices but rest-assured, I will look at 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.

Grading Policy

There will be several assignments due each week along with a quiz. Assignments are worth ten points each, quizzes are worth ten points, and communication postings are worth five points. You will also complete a final project.

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.

- Assignments – 50%
- Discussions – 10%
- Quizzes – 20%
- 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.

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.

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.