

Course Syllabus

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CS 61.11: Microsoft Excel Part 1

Section 2159

Course Description

In this 8-week 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 Microsoft Excel Part 1.

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>)

Office Hours: Wednesday 2:00-2:30pm via Zoom, and/or by appointment.

I usually respond to emails within 24 hours on weekdays.

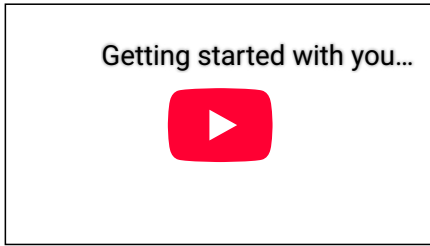
Instructor Announcements

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**.

An overview video on how to access your online courses as well as advice and tips for online learning:



Textbook

Shelly Cashman Series Microsoft Office 365 & Excel: Comprehensive

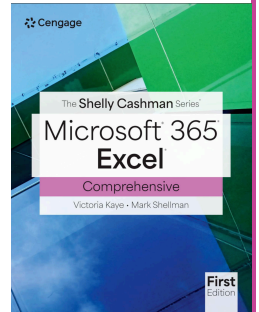
ISBN: 9780357881613

Publisher: Course Technology / Cengage Learning

Authors: Rob Wilson

Edition: 1st Edition, 2025

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/0357881613/ref=sr_1_1?crid=21OIVK06U6SCF&dib=eyJ2JoiMSJ9.-MYKwrFCtUZawjTkVGHYEBfufMxStFUMlQ1TxES4orUf6_ItHaeEYqS_Rlsg2LTsnTVfbicJ-NvazskCJtDtC7b9mE1UueljCi5igTk5SJVBbBJWbYYN_UmixKvzVGca021dUlyKTgE9u8MRTJTUKofdbdEnkyN29RBx6NFGisYMghqwV0b-Agg-oYGmm25kwWxmVzN947VBPjbUnHy8zl8jQtfoMkiVS4zwErCxnUM.hM7kyVPMOfBdaWGgFhhX9ibtGKcRJuHizfZcYi97ng&dib_tag=se&keywords=Microsoft+365+Excel) https://www.amazon.com/Shelly-Cashman-Microsoft-Comprehensive-MindTap/dp/0357881613/ref=sr_1_1?crid=21OIVK06U6SCF&dib=eyJ2JoiMSJ9.-MYKwrFCtUZawjTkVGHYEBfufMxStFUMlQ1TxES4orUf6_ItHaeEYqS_Rlsg2LTsnTVfbicJ-NvazskCJtDtC7b9mE1UueljCi5igTk5SJVBbBJWbYYN_UmixKvzVGca021dUlyKTgE9u8MRTJTUKofdbdEnkyN29RBx6NFGisYMghqwV0b-Agg-oYGmm25kwWxmVzN947VBPjbUnHy8zl8jQtfoMkiVS4zwErCxnUM.hM7kyVPMOfBdaWGgFhhX9ibtGKcRJuHizfZcYi97ng&dib_tag=se&keywords=Microsoft+365+Excel and via [Cengage](https://www.cengage.com/c/the-shelly-cashman-series-microsoft-office-365-excel-comprehensive-1e-wilson/9780357881613/) <https://www.cengage.com/c/the-shelly-cashman-series-microsoft-office-365-excel-comprehensive-1e-wilson/9780357881613/>.

If you have a different addition, it might be ok to use. Please contact your instructor to discuss.

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. Note: Microsoft Startup is not the same program and will not work in this class.

We recommend that you use the Windows version of Excel. However you may use the Mac version or the web version as well. You will encounter some differences and many tasks may be challenging. Please reach out if you are having difficulties!

Microsoft's Office 365 suite is available to all currently enrolled SRJC students. With Office 365, students can use the web version or download and install the latest desktop 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 may also need Adobe Reader for PDFs. 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 also use the computer lab on the second floor of Doyle Library. In Petaluma, I believe you would use the computer lab in Call Hall.

Important Dates

Date Class Begins: 8/18
FIRST CENSUS DATE: 8/28
Date Class Ends: 10/12
Last Day Add w/o add code: 8/20
Last Day Add with add code: 8/28
Last Day Drop for Refund: 8/23
Last Day for P/NP option: 10/12
Last Day Drop w/o W: 8/28
Last Day Drop with W: 9/28
Date Final Exam: 10/12

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 several quizzes and a **final** exam. (No midterm since this is a short course.) 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:

• Problem Solving 35%

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You are currently logged into
Student View

Resetting the test student will clear all history for
this student, allowing you to view the course as a
brand new student.

[Reset Student](#)

[Leave Student View](#)

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\)](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 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!)

Course Summary:

Date	Details	Due
Sun Aug 24, 2025	 1.6 Disc: Introduce Yourself (https://canvas.santarosa.edu/courses/81272/assignments/1373811) 	due by 11:59pm
	 1.7 Quiz: Excel Assessment (https://canvas.santarosa.edu/courses/81272/assignments/1373807) 	due by 11:59pm
	 1.8 Quiz: Overview (https://canvas.santarosa.edu/courses/81272/assignments/1373806) 	due by 11:59pm
	 Get Started with Pronto Messaging (https://canvas.santarosa.edu/courses/81272/assignments/1373843) 	due by 11:59pm
Sun Aug 31, 2025	 2.4 Asgmt: Apply Your Knowledge (https://canvas.santarosa.edu/courses/81272/assignments/1373818) 	due by 11:59pm
	 2.5 Asgmt: Extend Your Knowledge (https://canvas.santarosa.edu/courses/81272/assignments/1373819) 	due by 11:59pm
	 2.6 Asgmt: Expand Your World (https://canvas.santarosa.edu/courses/81272/assignments/1373820) 	due by 11:59pm
	 2.7 Asgmt: In The Lab (https://canvas.santarosa.edu/courses/81272/assignments/1373821) 	due by 11:59pm
	 2.8 Quiz: Chapter 1 (https://canvas.santarosa.edu/courses/81272/assignments/1373803) —	due by 11:59pm

Date	Details	Due
Sun Sep 7, 2025		
	 3.4 Asgmt: Apply Your Knowledge https://canvas.santarosa.edu/courses/81272/assignments/1373822	due by 11:59pm
		
	 3.5 Asgmt: Extend Your Knowledge https://canvas.santarosa.edu/courses/81272/assignments/1373823	due by 11:59pm
		
	 3.6 Asgmt: Expand Your World https://canvas.santarosa.edu/courses/81272/assignments/1373824	due by 11:59pm
		
	 3.7 Asgmt: In The Lab https://canvas.santarosa.edu/courses/81272/assignments/1373825	due by 11:59pm
		
Sun Sep 14, 2025	 3.8 Quiz: Chapter 2 https://canvas.santarosa.edu/courses/81272/assignments/1373804	due by 11:59pm
		
	 3.9 Disc: Chapter Objectives https://canvas.santarosa.edu/courses/81272/assignments/1373813	due by 11:59pm
		
	 4.4 Asgmt: Apply Your Knowledge https://canvas.santarosa.edu/courses/81272/assignments/1373826	due by 11:59pm
		
	 4.5 Asgmt: Extend Your Knowledge https://canvas.santarosa.edu/courses/81272/assignments/1373827	due by 11:59pm
		
	 4.6 Asgmt: Expand Your World https://canvas.santarosa.edu/courses/81272/assignments/1373828	due by 11:59pm
		
	 4.7 Asgmt: In The Lab https://canvas.santarosa.edu/courses/81272/assignments/1373829	due by 11:59pm
		
	 4.8 Quiz: Chapter 3 https://canvas.santarosa.edu/courses/81272/assignments/1373809	due by 11:59pm
		
	 4.9 Disc: Chapter Objectives https://canvas.santarosa.edu/courses/81272/assignments/1373814	due by 11:59pm
		

Date	Details	Due
Sun Sep 28, 2025	 5.5 Asgmt: Extend Your Knowledge (https://canvas.santarosa.edu/courses/81272/assignments/1373831) 	due by 11:59pm
	 5.6 Asgmt: Expand Your World (https://canvas.santarosa.edu/courses/81272/assignments/1373832) 	due by 11:59pm
	 5.7 Asgmt: In The Lab (https://canvas.santarosa.edu/courses/81272/assignments/1373833) 	due by 11:59pm
	 5.8 Quiz: Chapter 4 (https://canvas.santarosa.edu/courses/81272/assignments/1373802) 	due by 11:59pm
	 5.9 Disc: Tables (https://canvas.santarosa.edu/courses/81272/assignments/1373815) 	due by 11:59pm
	 6.4 Asgmt: Apply Your Knowledge (https://canvas.santarosa.edu/courses/81272/assignments/1373834) 	due by 11:59pm
	 6.5 Asgmt: Extend Your Knowledge (https://canvas.santarosa.edu/courses/81272/assignments/1373835) 	due by 11:59pm
	 6.6 Asgmt: Expand Your World (https://canvas.santarosa.edu/courses/81272/assignments/1373836) 	due by 11:59pm
	 6.7 Asgmt: In The Lab (https://canvas.santarosa.edu/courses/81272/assignments/1373837) 	due by 11:59pm
Sun Oct 5, 2025	 6.8 Quiz: Chapter 5 (https://canvas.santarosa.edu/courses/81272/assignments/1373805) 	due by 11:59pm
	 6.9 Disc: Chapter Objectives (https://canvas.santarosa.edu/courses/81272/assignments/1373816) 	due by 11:59pm
Sun Oct 5, 2025	 7.4 Asgmt: Apply Your Knowledge (https://canvas.santarosa.edu/courses/81272/assignments/1373838) 	due by 11:59pm
	 7.5 Asgmt: Extend Your Knowledge (https://canvas.santarosa.edu/courses/81272/assignments/1373839)	due by 11:59pm
You are currently logged into Student View		<div>Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.</div> <div>Reset Student</div> <div>Leave Student View</div>

Date	Details	Due
Sun Oct 12, 2025	 7.6 Asgmt: In The Lab (https://canvas.santarosa.edu/courses/81272/assignments/1373840) 	due by 11:59pm
	 7.7 Quiz: Chapter 6 (https://canvas.santarosa.edu/courses/81272/assignments/1373810) 	due by 11:59pm
	 7.8 Disc: Chapter Objectives (https://canvas.santarosa.edu/courses/81272/assignments/1373817) 	due by 11:59pm
	 8.2 Quiz: FINAL (https://canvas.santarosa.edu/courses/81272/assignments/1373808) 	due by 11:59pm
	 Extra Credit: Miscellaneous (https://canvas.santarosa.edu/courses/81272/assignments/1373841) 	due by 11:59pm