

Microsoft Excel

Blended Course Outline

- Absolute and relative referencing
- The fill handle
- Quick help on functions
- Working with Texts and Numbers
- Working with Cells and Ranges
- Naming Cells, Ranges and Advanced Functions
- Formula auditing
- Working with Databases

Course Assessment Criteria

ASSESSMENT	VALUE
Participation	10%
- Reading eBook + Practice on SIMnet	
Assignments (Exams)	30%
Projects	30%
Final Exam	30%
TOTAL	100%

Completion Requirements

- Students must earn a grade value of 60% or higher grade to pass this Brighton course.
- An attendance rate of 80% or higher is required for each course.
- The submission of late assignments will not be accepted without advance approval. Students who apply for assignment re-assessment which will be approved or denied according to our re-assessment policy.