



ORIGINAL COURSE IMPLEMENTATION DATE: January 1997
 REVISED COURSE IMPLEMENTATION DATE: April 2018
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024
 Course outline form version: 09/15/14

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: TECH EX01		Number of Credits: 0 Course credit policy (105)																	
Course Full Title: Excel Level I																			
Course Short Title (if title exceeds 30 characters):																			
Faculty: Faculty of Access and Continuing Education		Department (or program if no department): Continuing Education																	
Calendar Description:																			
Skill development and application of spreadsheet concepts using Microsoft Excel software.																			
Note: Students should be competent in computer skills before taking this course.																			
Note: Students with credit for ABT 137 or RM 06 cannot take this course for further credit.																			
Prerequisites (or NONE):		None.																	
Corequisites (if applicable, or NONE):		NONE																	
Pre/corequisites (if applicable, or NONE):		NONE																	
Equivalent Courses (cannot be taken for additional credit) Former course code/number: MCW180 Cross-listed with: Equivalent course(s): ABT 137; RM 06 <i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>		Transfer Credit Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Transfer credit requested (OReg to submit to BCCAT): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form) Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No To find out how this course transfers, see bctransferguide.ca .																	
Total Hours: 15 Typical structure of instructional hours: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: center;">15</td></tr> <tr><td>Seminars/tutorials/workshops</td><td></td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;">Total</td><td style="text-align: center;">15</td></tr> </table>		Lecture hours	15	Seminars/tutorials/workshops		Laboratory hours		Field experience hours		Experiential (practicum, internship, etc.)		Online learning activities		Other contact hours:		Total	15	Special Topics Will the course be offered with different topics? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, different lettered courses may be taken for credit: <input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit <i>Note: The specific topic will be recorded when offered.</i>	
Lecture hours	15																		
Seminars/tutorials/workshops																			
Laboratory hours																			
Field experience hours																			
Experiential (practicum, internship, etc.)																			
Online learning activities																			
Other contact hours:																			
Total	15																		
		Maximum enrolment (for information only): 24																	
		Expected frequency of course offerings (every semester, annually, every other year, etc.): every semester																	
Department / Program Head or Director: Liana Thompson		Date approved: October 17, 2017																	
Faculty Council approval		Date approved: December 1, 2017																	
Campus-Wide Consultation (CWC)		Date of posting: February 9, 2018																	
Dean/Associate VP: Sue Brigden		Date approved: December 1, 2017																	
Undergraduate Education Committee (UEC) approval		Date of meeting: February 23, 2018																	

Learning Outcomes

Upon successful completion of this course, students will be able to:

- Create and format spreadsheets to organize financial data
- Use formulas and functions to perform financial calculations
- Use Excel analysis (e.g. what-if) and visual display tools (e.g. charts)

Prior Learning Assessment and Recognition (PLAR)

Yes No, PLAR cannot be awarded for this course because

Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)

Learning activities may include a combination of lecture, group activities, self-directed learning, and simulated practice exercises.

Grading system: Letter Grades: Credit/No Credit: Labs to be scheduled independent of lecture hours: Yes No

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)

	Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1.	Freund, S., Starks, J., Schmieder, E.	Microsoft Office 365: Excel 2016 Comprehensive (1st Ed.).	<input checked="" type="checkbox"/>	Cengage Learning	2017
2.			<input type="checkbox"/>		
3.			<input type="checkbox"/>		
4.			<input type="checkbox"/>		
5.			<input type="checkbox"/>		

Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)

USB

Typical Evaluation Methods and Weighting

Final exam:	20%	Assignments:	50%	Midterm exam:	30%	Practicum:	%
Quizzes/tests:	%	Lab work:	%	Field experience:	%	Shop work:	%
Other:		Other:	%	Other:	%	Total:	100%

Details (if necessary): Students must meet the program attendance requirements.

Typical Course Content and Topics

- Creating a spreadsheet and entering data
- Formatting cells and ranges
- Creating formulas and using functions
- Adjusting work space parameters; what-if function
- Creating charts