My Office 2013 Course - Excel

For Questions please contact: ce@hunter.cuny.edu

Course Description
My Office 2013 Course - Excel is comprised of five units. Each unit contains three individualized lessons. Within each lesson, this comprehensive and immersive learning application simulates the Microsoft Excel 2013 environment with self-paced learning opportunities and interactive exercises.

Course Outcomes
At the end of this course, you will be able to:

- Apply common features found on the Excel 2013 Ribbon.

Course Components
My Office 2013 Course - Excel includes these graded activities:

- Interactive Exercises
- Quizzes
- Unit Level Assessments
- Final Exam

Suggested Timeline

Week 1 – Complete Unit 1 (3 Lessons)

Week 2 – Review Unit 1 and Complete Unit 1 Interactive Assessment

Week 3 – Complete Unit 2 (3 Lessons)

Week 4 - Review Unit 2 and Complete Unit 2 Interactive Assessment

Week 5 – Complete Unit 3 (3 Lessons)

Week 6 – Review Unit 3 and Complete Unit 3 Interactive Assessment

Week 7 – Complete Unit 4 (3 Lessons)
Week 8 - Review Unit 4 and Complete Unit 4 Interactive Assessment

Week 9 – Complete Unit 5 (3 Lessons)

Week 10 – Review Unit 5 and Complete Unit 5 Interactive Assessment

Week 11 – Review All Units in Preparation for Final Assessment

Week 12 - Complete Final Assessment

**Grades**

The following table shows the activity types in this course and the assigned weighting to determine your final course grade.

<table>
<thead>
<tr>
<th>Graded Assessment Types</th>
<th>Weights (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interactive Exercises, Quizzes, Unit Level Assessments</td>
<td>75%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Letter grades for the course will be based on the following grading scale.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>85 - 89%</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>80 - 84%</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>75 - 79%</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>70 - 74%</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>65 - 69%</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>60 - 64%</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60%</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Academic Integrity**

Students are expected to follow the University’s Academic Integrity Policy. If you are caught plagiarizing, you risk failing the course. To read the conditions of the AIP, visit the following website: [http://www.hunter.cuny.edu/provost/academic-integrity](http://www.hunter.cuny.edu/provost/academic-integrity) and click on “Academic Integrity” for the policy.