

A brief history:

The Excel Bootcamp is a service developed by Georgia College Learning Center's Faculty Advisory Council (FAC). For those unaware of this project, 5 years ago, our FAC discovered a common challenge experienced by many instructors across disciplines: **students' lack of basic Excel knowledge**. The Learning Center's staff had recognized the increased need, demand, and utilization of students needing assistance with navigating assignments requiring the use of Excel. Simultaneously, we discovered the frustration many of you have with needing to teach these basic concepts. Please see the attached documents for more details, including the concepts covered in the bootcamp (we are targeting students who have very little to no knowledge of Excel).

With the goal of helping students learn the **basics** of Excel *and* without adding to your full plates, the 2-hr. **Bootcamps are hosted, managed, assessed, and supervised by the Learning Center – independent of your valuable class/lab time**. The LC communicates all needed information directly to your students and copies you on that communication; students self-register for a Non-Banner D2L course. If the student has basic knowledge of Excel, they can attempt to Test-Out; a score of 80% or better will generate their Certificate of Completion. If not successful testing out, students individually sign up for a Bootcamp that works with their availability but within your indicated timeframe. Once the student successfully completes the Bootcamp (with either the Test-out option or final grade assessment of 80% or above), they will receive a personalized, dated Certificate of Completion to upload in your D2L course (a specific assignment works well for them to upload the Certificate) or protocol of your choosing. Please see the attached agenda and 'course' information for more details on content.