

**Georgia College & State University**  
**Learning Center**  
**Excel Bootcamp**  
**learningcenter@gcsu.edu**

**Excel Bootcamp Description**

The goal of this Bootcamp is to provide content and materials for students to understand the basics of Microsoft Excel. Bootcamps will be in person and facilitated by trained staff from The Learning Center staff will facilitate the 2 hr. workshops and trained to engage students with activities, practice, and quizzes covering the content as well as sharing a few tips, tricks and shortcuts for Excel(lence). Excel Bootcamps will provide practice with real data and serve as an overview across disciplines. As such, Bootcamp content may not address specific course applications. Students will be exposed to an important tool that can apply to their class projects, post-graduate, professional, and personal lives.

**Course Information (Non-Banner D2L)**

**Course Name:** Excel Bootcamp  
**Room:** Math Emporium  
**Administrator Name:** The Learning Center,  
 Jeanne Haslam, Director  
 Kensie Poor, Assistant Director  
**Project Leads:** Julie Joseph and Jenna Pretorius  
**Email Address:** [learningcenter@gcsu.edu](mailto:learningcenter@gcsu.edu)

**Required materials**

GA View Access (Registration, Test-Out, and Bootcamp Materials)

Excel Concepts	Expected Bootcamp Outcomes
Focus will be on the following skills and techniques: <ul style="list-style-type: none"> <li>○ Excel Terminology</li> <li>○ Changing Cell Content</li> <li>○ Organizing and Formatting Sheets</li> <li>○ Modifying and Formatting Cells</li> <li>○ Creating and Editing Graphs               <ul style="list-style-type: none"> <li>○ Axis Labels</li> <li>○ Updating Data Values</li> <li>○ Regression Line</li> <li>○ Display Equation and Correlation Coefficient</li> </ul> </li> <li>○ Basic Function Formulas               <ul style="list-style-type: none"> <li>○ Count</li> <li>○ Maximum</li> <li>○ Mean</li> <li>○ Minimum</li> <li>○ Standard Deviation</li> <li>○ Sum</li> </ul> </li> </ul>	Students will: <ul style="list-style-type: none"> <li>• Understand and develop basic skills to build an Excel foundation for student use across multiple disciplines</li> <li>• Create and analyze graphs, plots, and charts</li> <li>• Apply skills learned to data and understand real-world applications of the program</li> </ul>

**Grading**

<b>Title</b> Test-Out Assessment (80% or higher)	<b>Credit</b> Certificate
<b>Title</b> Practice 1	<b>Credit</b> Complete
Practice 2	Complete
Bootcamp Final Assessment (80% or higher)	Certificate

Grading will be done on a scale as follows:

<b>Grade</b>	<b>Pass (80 - 100%)</b>	<b>Fail (0 - 79%)</b>
--------------	-------------------------	-----------------------

## Assessments

The Excel Bootcamp Completion Certificate can be earned a few different ways:

1. In GA View, students will Self-Register for the Excel Bootcamp. If they are confident with Excel, they have the option of the Test-out assessment. If they achieve a score of 80% or higher on the Test-out, the Completion Certificate will be generated within GA View and the student can save, and upload the document (to a location determined by the instructor), and be done! The Completion Certificate is personalized with their name and date and can be uploaded to numerous courses.
2. If the student attempts the Test-out assessment and does not achieve an 80% or higher, they will register for a Bootcamp workshop (a Bootcamp workshop sign-up link will be provided with a list of days/times/locations). Students will attend their selected in-person, 1.5 hr workshop facilitated by trained LC staff; content and practice will be presented with a variety of activities. Final Assessment (equivalent to Test-out assessment) will be completed at the end of the Bootcamp. If they are successful with minimum of 80% score, the Completion Certificate will be generated within the portal for each student. Students will have two attempts to successfully complete the Final Assessment.
3. If students do not feel confident about their basic Excel skills, they will Self-Register in GA View **AND** fill out the provided Bootcamp workshop link and select their day/time/location.

In addition to a Kahoot, introductions to concepts and workbook activities (Practice 1 and Practice 2) must be completed on D2L before moving on to the Final Assessment. Students' reports will be graded but the scores do not count against them. These assessments will be used to gauge participants' understanding of the content from the bootcamp and provide an opportunity to practice Excel skills before the Final assessment. If participants do not pass the Bootcamp Final Assessment, they will have an opportunity to use a "help sheet" on their second attempt.

Once the student has scored 80% or higher on the Final Assessment, they will receive an email and a D2L notification about their personalized and dated Certificate of Completion. In GA View, students will click "View Awards," then click the award to generate the certificate. Students can upload this certificate to their professor's designated submission folder.

## Attendance

If a student "tests out" of the Bootcamp, they do not have to attend the Bootcamp workshop and will receive the electronic certificate. All other students must attend the Bootcamp workshop on one of the days provided by The Learning Center. Students must self-register on D2L before attending the workshop.

## Assistance for Student Needs Related to Disability

If you have a disability as described by the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504, you may be eligible to receive accommodations to assist in programmatic and physical accessibility. Disability Services can assist you in formulating a reasonable accommodation plan and in providing support in developing appropriate accommodations to ensure equal access to all GC programs and facilities. Course requirements will not be waived, but accommodations may assist you in meeting the requirements. For documentation requirements and for additional information, we recommend that you contact Disability Services located in Lanier Hall at 478-445-5931.

## Academic Honesty

The integrity of students and their written and oral work is a critical component of the academic process. The submission of another's work as one's own is plagiarism and will be dealt with using the procedures outlined in the GC Catalog. Remember that allowing another student to copy one's own work violates standards of academic integrity.