

Non-Credit Course Syllabus

TRINITY VALLEY COMMUNITY COLLEGE

CONTINUING AND WORKFORCE EDUCATION

This syllabus, or a handout that includes this information, should be distributed at the beginning of the course.

As the instructor of a non-credit course --complete this template as a syllabus for the course you will teach. Or, you can provide the syllabus in another format that contains all of these required items. ATTACH IT TO THIS FORM AND SIGN THIS FORM.

This syllabus is to be distributed to the students on the first day of the course.

Course Name: Introduction to Microsoft Excel 2010 **Class Section #** 19633
(Information provided by staff)

Start Date of Course: 05/18/2016 **Course End Date:** 07/08/2016

*(Note: Should the course dates need to change for any reason, the correction should be made in the college system with a note of explanation.)

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1. **Name of Instructor:** Chad Wambolt (Sharon Barrett – TVCC Coordinator)
2. Campus (or other **location of training**) : online
3. Course Meeting dates and times: (Example: Mon. and Wed. – 6 p.m. to 9 p.m.)
 1. **W/F 10 am – 12 pm**
 2. Time/date for other instructional activities: (Example(s) : field trip or Certification/end of course exam – if different from regular schedule) n/a
 3. Topics and number of hours of self study involved in the course. Note this is not “homework”, this is actual instruction provided by “distance learning” type activities such as in “hybrid” courses)

a.	Topic	n/a	Time allocated to complete	n/a	hours
b.	Topic	n/a	Time allocated to complete	n/a	hours
c.	Topic	n/a	Time allocated to complete	n/a	hours
d.					

Lesson 1: Excel Basics

Lesson 2: Creating a Worksheet

Lesson 3: Time Savers

Lesson 4: Relative & Absolute References

Lesson 5: 3-Dimensional Workbooks

Lesson 6: Sorting and Subtotaling

Lesson 7: Charting

Lesson 8: Advanced Graphing Techniques
Lesson 9: The Function Wizard
Lesson 10: Financial Functions
Lesson 11: Worksheet Automation
Lesson 12: Decision Making

(Please attach additional page if needed.)

4. Is this a **WECM funded course**? Yes (Staff will provide this information and attach a WECM Course Sheet if applicable). Note: if this is a WECM funded course, all of the outcomes listed in WECM must be taught. Additional outcomes are permitted and encouraged. Staff should help instructor with this

5. **General course description** (Example: Basic use of beginning Microsoft Excel):

These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculated statistics, loan payments, future value, and more.

In addition, you'll get tips on sorting and analyzing data, designing custom charts and graphs, creating three dimensional workbooks, building links between fields, endowing your worksheets with decision making capabilities and automating frequently repeated tasks with macros and buttons.

6. **List the course outcomes** *(Examples: 1. Create and save an Excel workbook file, 2. Enter text, numbers, dates and formulas into an Excel worksheet,): See #3 above—must list all outcomes in WECM plus other applicable outcomes selected by the instructor and/or staff. There is no limit to or required number of outcomes beyond those required by WECM. Attach additional outcomes if ample space is not available below.

The student will demonstrate a mastery of the following:

1. Basic spreadsheet concepts;
2. Creating formulas/functions, charts and graphs;
3. Generate reports

*When completed this will resemble the table of contents of a book. It lists what the course contains.

7. **Resource Materials** (Examples: Instructor made materials, textbook – Excel for Beginners by Roberts, Burton and Barrett; UTube demonstration -“Creating your first Excel Spreadsheet”, etc.)

1. none
- 2.

3.

(Instructional may use additional resources as they are found helpful or needed.)

8. **Course Grades:*** (Non-credit grades be provided by one of these methods- please check the Appropriate method):

1. ____ Grade of “pass or fail” indicated with a P or F on the grade sheet. Generally this is the method used participation in the course is the primary objective.
2. X ____ Grade of A, B, C, D, or F. Generally this is the method used when student performance and attendance are necessary for the attaining the course outcomes:
 - a. A = 90% - 100% success
 - b. B = 80% - 89% success
 - c. C = 70% - 79% success
 - d. D = 60% to 69% success
 - e. F = below 60% successful
3. ____ Numerical grades. (These are required by ISDs for dual credit (non-credit) grades) Instructor lists the student’s course average as the grade.
4. X ____ A grade of “W” will be given to students who officially withdraw from the course by contacting the Continuing and Workforce Education Dept. DO NOT give a “W” if the student just stops coming to class (even when they tell you in advance). Unless there is an official withdrawal request signed and dated, the student will receive an “F”.
5. ____ Other – Explain:

*All grades are transcribed on a permanent non-credit transcript available to the student at any time.

9. **Course Requirements** (check those that are appropriate):

a. ____ Attendance. List number of absence allowed____, or list the number of hours/sessions of attendance required____.

Other attendance policy: n/a

(Other course requirement examples: participate in field trip, clinical practice, research paper, no make up tests, class demonstration, complete certification test, etc.)

b. ____ Testing: Your policy: n/a

c. ____ Projects: Your policy: n/a

d. ____ Other:

e. ____ Other:

f. ____ Other

g. ____ Other:

(add additional information on an attached page.)

10. **Course and Classroom Management** (Check those that are appropriate):

a. ☒ ____ Arrive on time and stay for each entire session

b. ☒ ____ Class participation

- c. ____ Use of electronic devices –only as agreed upon by instructor
- d. x____ No guests in class (children especially)
- e. x____ Bring needed resources (textbooks, presentation materials, etc.)
- f. x____ Instructor reserves the right to ask any student to leave the instructional area for unacceptable behavior of any kind. Law enforcement will be called if needed.
- g. x____ Trainees (students) are expected to meet the TVCC standards of conduct.
- h. ____ Other: _____
- i. ____ Other: _____
- j. ____ Other: _____

11. Other Information: (Examples: Course is team taught- and list other presenters, course is for Continuing Education Units for –and list occupation, course is industry training for- and list the group or company, etc.

Instructor Signature

Date

Coordinator Signature

Date