

GENERAL EDUCATION, KMITL

COURSE SYLLABUS

Course Code	96642120	Course Title	FROM EXCEL TO EXCELLENT				
Total Credits	3	Semester / Year of Study		Section		Date- Time	
Course Description (English)	Basic concepts of commands and functions in spreadsheet to manage data, collect data, process data, calculate and analyze data with elementary statistics.						
Course Coordinator	Asst. Prof. Prachuab Vanitchatchavan						
Course Instructors	Asst. Prof. Prachuab Vanitchatchavan						
Teaching Assistant (if any)							
Counselling Schedule				Teaching Language	<input type="checkbox"/> Thai <input checked="" type="checkbox"/> English <input type="checkbox"/> Others, please specify.....		
Website or Online Teaching Method (if any)							

Course Learning Outcome

- CLO-1 Introduction to Data Processing
- CLO-2 Logical Thinking Process
- CLO-3 Problem Analysis and Problem Solving Process
- CLO-4 Using Excel in Problem Solving
- CLO-5 Graphical Presentation from Excel Data
- CLO-6 Add-on Tools in Excel

General Education Learning Outcome: GE-LO		
GE-LO	Value	
<input checked="" type="checkbox"/> GE-LO-1 Analytical and Critical Thinking	3	
<input checked="" type="checkbox"/> GE-LO-2 Complex Problem Solving	3	
<input type="checkbox"/> GE-LO-3 Creativity		
<input type="checkbox"/> GE-LO-4 Interpersonal Skills		
<input type="checkbox"/> GE-LO-5 Integrity and Perseverance		
<input type="checkbox"/> GE-LO-6 Active Learning and Learning Strategies		
<input checked="" type="checkbox"/> GE-LO-7 Resilience, Stress Tolerance and Flexibility	3	
<input type="checkbox"/> GE-LO-8 Leadership and Social Influence		
<input checked="" type="checkbox"/> GE-LO-9 Communication	3	
<input type="checkbox"/> GE-LO-10 Entrepreneurship and Startup		
<input checked="" type="checkbox"/> GE-LO-11 Digital Quotient Literacy and Digital Media Production	3	
Total Value	<u>15</u>	

Teaching Plan and Evaluation Plan

Week	Topic/Sub-topic	Activities	Notes
1	Introduction to Computer & Data Processing	Lecture	
2	Introduction to Computer & Data Processing	Lecture	
3	Logical Thinking Process	Lecture & In-Class Assignment	
4	Logical Thinking Process	Lecture & In-Class Assignment	
5	Problem Analysis and Problem Solving Process	Lecture & In-Class Assignment	
6	Problem Analysis and Problem Solving Process	Lecture & In-Class Assignment	
7	Using Excel in Problem Solving	Lecture & In-Class Assignment	
8	Using Excel in Problem Solving	Lecture & In-Class Assignment	
9	Mid-Term Examination		
10	Using Excel in Problem Solving	Lecture & In-Class Assignment	
11	Using Excel in Problem Solving	Lecture & In-Class Assignment	
12	Using Excel in Problem Solving	Lecture & In-Class Assignment	
13	Graphical Presentation from Excel Data	Lecture & In-Class Assignment	
14	Add-on Tools in Excel	Lecture & In-Class Assignment	
15	Final Examination		

Evaluation Plan

Assessment Activities	Value	Score	Week of Evaluation	Notes
Attendance & Assignments	20%			
Mid-Term	35%		9	
Final Examination	45%		15	
Total	100%	100		

Evaluation criteria

<input checked="" type="checkbox"/> Group-based								
<input type="checkbox"/> Standard-based								
Grade	A	B+	B	C+	C	D+	D	F
Score (60 points)	57-60	49-56.9	41-48.9	34-40.9	27-33.9	21-26.9	15-20.9	0-14.9
<input type="checkbox"/> Satisfactory/Unsatisfactory (S/U)								
Grade	S				U			
Score (60 points)	30-60				0-29.9			

Scoring criteria according to Assessment Plan

Assessment Activities	Learning Outcomes	Value	Level			
			4 (Excellent)	3 (Good)	2 (Fair)	1 (Poor)
Analytical and Critical Thinking	GE-LO-1	3	Complete the in-class assignments totally correct and in given time	Complete the in-class assignments mostly correct and in given time	Complete the in-class assignments partially correct and in given time	Cannot complete the in-class assignments in given time
Complex Problem Solving	GE-LO-2	3	Complete the in-class assignments totally correct and in given time	Complete the in-class assignments mostly correct and in given time	Complete the in-class assignments partially correct and in given time	Cannot complete the in-class assignments in given time
Resilience, Stress Tolerance and Flexibility	GE-LO-7	3	Complete the in-class assignments totally correct and in given time	Complete the in-class assignments mostly correct and in given time	Complete the in-class assignments partially correct and in given time	Cannot complete the in-class assignments in given time
Communication	GE-LO-9	3	Complete the in-class assignments totally correct and in given time	Complete the in-class assignments mostly correct and in given time	Complete the in-class assignments partially correct and in given time	Cannot complete the in-class assignments in given time
Digital Quotient Literacy and Digital Media Production	GE-LO-11	3	Complete the in-class assignments totally correct and in given time	Complete the in-class assignments mostly correct and in given time	Complete the in-class assignments partially correct and in given time	Cannot complete the in-class assignments in given time