



# COURSE SYLLABUS

Fall, 2021

Updated: 10/18/2021

## Excel for HRM Application 37:533:329:MA

**LOCATION: JANICE H LEVIN BUILDING (JLB) ROOM 219 (*please note room change*), Livingston Campus**

This seven-week mini course will begin on **10/26/2021** and end on **12/7/2021**

**Academic Calendar Directory:** <https://academicaffairs.rutgers.edu/academic-calendar-directory>

You are advised to retain a copy of this syllabus in your personal files for use when applying for future degrees, certifications, or transfer of credit.

### INSTRUCTOR INFORMATION

**Instructor:** Marcie Anszperger, MA

**Email:** [mansz@docs.rutgers.edu](mailto:mansz@docs.rutgers.edu)

**Office Hours:** Mondays 5:30 – 6:30 (Zoom) and by arrangement

#### Communication:

Throughout the semester, I will communicate with you via either **Canvas Announcements** or your **Rutgers email account**. Please review the following link for [Accessing Rutgers Email](#):

<https://canvas.rutgers.edu/documentation/general/accessing-rutgers-email/>

#### Office Hours link:

Marcie Anszperger's personal meeting room on Zoom is to be used for office hours: on **Mondays, 5:30 PM – 6:30 PM** or by arrangement:

<https://rutgers.zoom.us/j/9400910493?pwd=VFR1NjhjQIRzTktaRE5PQmk2UTdHZz09>

Please click the "Join Meeting" and your mic should be turned on and not muted.

## GENERAL COURSE DESCRIPTION

### Course Description:

This 7 week pass/fail mini course provides an overview of problem-solving tools and techniques in Excel. It focuses on the fundamentals needed to understand how Excel works and its applications for Human Resource Management both at school and in the workplace. Excel tools explored in class will include formulas and functions, data management, data visualization, PivotTables, and tips & tricks.

**Prerequisites:** None

### Course Modality:

This course is delivered **in person in JLB 219 on Livingston Campus** (*please note room change*). To access the companion Canvas course site, please visit Rutgers Canvas at <https://canvas.rutgers.edu/> and log in using your NetID. For more information about course access and support contact Canvas Help at <https://canvas.rutgers.edu/canvas-help/>, via email at [help@canvas.rutgers.edu](mailto:help@canvas.rutgers.edu), or call 877-361-1134.

**The Zoom link for accessing office hours: Mondays, 5:30 – 6:30 (or by arrangement)**

<https://rutgers.zoom.us/j/9400910493?pwd=VFR1NjhjQIRzTktaRE5PQmk2UTdHZz09>

### Purpose of the Course:

This course was designed to introduce and cover Excel skills that are in demand in the HRM workplace.

### Special Covid requirements:

Students will need to follow Rutgers guidelines regarding vaccinations, wearing masks and safe social distancing while in the classroom. Extra masks will be made available in the classroom. More detailed information can be found in the ***Rutgers University: Navigating Our Classrooms and Student Spaces publication:***

<https://ipo.rutgers.edu/sites/default/files/Navigating-Our-Classrooms-and-Student-Spaces.pdf>

## MATERIALS

### Required Course hardware, Software, Applications and Tools:

- Reliable laptop computer (either Mac or PC) for use in class
- Access to the internet
- Microsoft Excel – versions: Excel 365 (preferred), Excel 2019, Excel 2016 for either PC or Mac
- Microsoft Word
- Webcam (optional) for office hours
- Headphones (optional) for office hours
- Basic Computer Specifications for Canvas
- A free LinkedIn Learning account (optional) for additional information

**Excel:** Only Excel 365 (preferred), 2019, or 2016 (either PC or Mac) can be used in the class. It is free while you are a student at Rutgers. Further details follow below. The downloadable MS Office Excel application is preferable since it contains all of the tools we will cover in class. Google Sheets, Office 365 Online and Apple Numbers and other software spreadsheet applications do not have the advanced Excel tools and features both required for this course and to complete assignments.

**To acquire free Microsoft Office (including Excel) while a Rutgers student,**

From **RUTGERS CONNECT:**

- Log into your Rutgers Outlook Email
- Select the Outlook Office 365 waffle icon
- Select **Office 365** →
- Select **Install Office**
- Select **Office 365 Apps**



**OR**

Access the Rutgers Software Portal with your NetID:

<https://oit.rutgers.edu/university-software-portal>

Go to the link above and select the **University Software Portal** link. On the page that follows, select **Microsoft Software for Students**. You will be prompted to log in using your NetID. Then follow the instructions for downloading and installing.

**To determine what version of Excel you have:**

**For Excel on a Mac,** Select Excel from top menu, and “About Microsoft Excel”. Your installed version is typically listed after “License”.

**For Excel on a PC,** from the “File” menu/tab, select “Account” (on the bottom). Your version is typically listed under “Product Information”

**Additional Course Resources:**

A variety of digital content may be provided during the course. Digital content will be found within the **Canvas course site**. There may be additional reading assignments as student interests dictate.

**Technology Requirements:**

This course may require that you access online resources in the University's Canvas site. Please review the following link for [Canvas Student Resources](#) for assistance on getting started in Canvas:

<https://canvas.rutgers.edu/students/>

**Additional Technical Requirements:**

Review Rutgers' [Tech Guides](#) at: <https://it.rutgers.edu/technology-guide/>

**Publisher Content and Technology Tools Accessibility Statements:**

**Canvas Accessibility standards:** <https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-Canvas-accessibility-standards/ta-p/15644>

## STUDENT LEARNING OBJECTIVES

By fully participating in this course, you should be able to:

1. Master the Excel skills and tools covered in class
2. Be able to apply Excel tools and techniques for creative problem solving in the HRM workplace

## TEACHING PROCEDURES

Class time will mostly cover demonstration of Excel tools and techniques in this course. You are encouraged to work along with me in class. Time will be set aside for in-class exploration, if necessary.

### Teaching Philosophy:

Clear understanding of Excel for the workplace can be achieved through a combination of demonstration of spreadsheet techniques, hands-on practice and creative application to problems at hand.

### Instructor Responsibilities:

- I will respond to your emails as quickly as possible. Most of my week is spent in the classroom, so I will definitely get back to you by the next day or sooner.

## COURSE COMPLETION REQUIREMENTS

Your success in this course depends on the following:

- Submitting class assignments in a timely manner

### Discussion Forum Post Requirements:

None

## GRADING

Grading for this 1 credit pass / fail course will include both attendance and timely submission of assignments.

### Final Course Grade:

Grades in this course are weighted according to the table below.

Activity or Major Assignment	Due Date	Maximum Points
Class 1 Assignment	10/31/2021	35
Class 2 Assignment	11/7/2021	45
Class 5 Assignment	11/29/2021	55
Class 7 Assignment	12/12/2021	65
<b>Total Points</b>		<b>200</b>

### Grading Scale:

Grade	Range
PASS	125 - 200
FAIL	0 - 124

## ACADEMIC POLICIES AND PROCEDURES

### Attendance Policy:

Attendance is important and necessary to pass this course. In-person attendance is highly encouraged.

You are responsible for material covered in any class that you do not attend. If you miss a class, you must contact a classmate or me for the missed information. If you have a situation that might cause you to miss more than one class, please discuss it with me *as soon as possible*.

Classes will be recorded and you will have access to the cloud recordings by Friday of the week of class.

### Submission Policy:

I am trusting you to do your own work. Please let me know as soon as possible if you are having any difficulties with accessing, completing and submitting assignments.

For Excel spreadsheet submissions to Canvas, please follow this naming convention;

YOUR LAST NAME Assignment number .xlsx For example, **JONES Assignment 3.xlsx**

For the MS Word doc submission, to Canvas, please follow this naming convention:

YOUR LAST NAME Assignment number .docx For example, **JONES Assignment 1.docx**

### Late Work:

Please let me know if you need to submit assignments late. We are living in difficult times and we can work something out together.

### Coursework Difficulties:

Please discuss any issues that you are having in completing the coursework on time with me. I am available to talk this over with you by appointment.

### Incomplete Policy:

If you are unable to complete the coursework during the semester due to some catastrophic issue, you must contact me immediately to discuss your alternatives.

### Academic Honesty and Plagiarism:

Our purpose in the classroom is to seek the truth; this work requires trust and honesty between teacher and student. If we are not honest about what we know and do not know, our learning will always be impaired. Because our teaching and learning depends on this honest communication, we expect all students to understand what plagiarism is and why it is unacceptable.

Any student considering plagiarism should recognize the consequences and consider alternatives. Students uncertain about what constitutes plagiarism may request help from faculty or from appropriate University services. For information on using sources in writing, see the Identifying and Avoiding Academic Dishonesty section of the [Rutgers Academic Integrity](http://academicintegrity.rutgers.edu/resources-for-students/) web site:

<http://academicintegrity.rutgers.edu/resources-for-students/>

## STUDENT CODE OF CONDUCT

Students are required to adhere to the University Student Code of Conduct delineated in the Rutgers Student Affairs website Student Conduct page:

<http://studentconduct.rutgers.edu/student-conduct-processes/university-code-of-student-conduct/#1495568095620-2f5ce77d-17dd>

## ACCOMMODATIONS

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <https://ods.rutgers.edu/students/documentation-guidelines>. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form (<https://webapps.rutgers.edu/student-ods/forms/registration>).

## STUDENT SUPPORT SERVICES

### Academic Services:

- For academic support visit Rutgers Academics Student Support at <https://www.rutgers.edu/academics/student-support>
- Any student can obtain tutoring and other help at the Learning Centers on each campus. Check the website at <https://rlc.rutgers.edu/>
- For coaching help with writing skills and assignments visit the Writing Coaching webpage at <https://rlc.rutgers.edu/student-services/writing-coaching>
- Many library resources are available online. Assistance is available through phone, email, and chat. For information, check the Rutgers Libraries website at <https://www.libraries.rutgers.edu/>

### Rutgers Student Health Services:

Rutgers Student Health Services is dedicated to health for the whole student body, mind and spirit. It accomplishes this through a staff of qualified clinicians and support staff. Services are available at several locations throughout the New Brunswick-Piscataway area. For more information visit: <http://health.rutgers.edu/>

### Veteran Services:

Rutgers is proud to support veterans. If you are a veteran of the armed forces, please visit the Office of Veteran and Military Programs and Services website for more information: <https://veterans.rutgers.edu/>

**Rutgers University-wide Covid-19 Information Site:** <https://coronavirus.rutgers.edu/>

## TOPICS SCHEDULE

### Class 1: 10/26/2021

Category	Description
Meeting	Tuesdays 5:00-6:20. Janice H Levin Building <b>Room 219</b> , Livingston Campus
Core Topic(s)	<ul style="list-style-type: none"> <li>• Getting Started / Intro to Excel</li> </ul>
Learning Objectives	<p>At the end of this week you will be able to:</p> <ul style="list-style-type: none"> <li>• Know how to get HELP in Excel</li> <li>• Understand the Excel interface and workspace</li> <li>• Apply Excel file management tools</li> <li>• Understand the structure and properties of a cell</li> <li>• Manage multiple sheets in an Excel workbook</li> <li>• Be able to apply Autofill to text, numbers, dates and formulas in Excel</li> <li>• Understand Excel formatting techniques</li> <li>• Understand Excel Order of Operations</li> <li>• Understand Relative vs. Absolute Cell References</li> </ul>
Readings/Media	<ul style="list-style-type: none"> <li>• None</li> </ul>
Assignments Due	<ul style="list-style-type: none"> <li>• Assignment 1: Short paper. Due on <b>10/31/2021</b> at midnight</li> </ul>

### Class 2: 11/2/2021

Category	Description
Meeting	Tuesday, 5:00-6:20. Janice H Levin Building <b>Room 219</b> , Livingston Campus
Core Topic(s)	<ul style="list-style-type: none"> <li>• Formulas &amp; Functions I</li> </ul>
Learning Objectives	<p>At the end of this week you will be able to:</p> <ul style="list-style-type: none"> <li>• Know the differences &amp; similarities of Excel Formulas &amp; Functions</li> <li>• Understand Excel Order of Operations</li> <li>• Understand Relative vs. Absolute Cell References</li> <li>• Apply spreadsheet management techniques: freeze, zoom, copy &amp; paste, Autofill</li> <li>• Understand how Excel manages Dates and Times</li> <li>• Perform standard Formulas &amp; Functions, including and not limited to: SUM, AVERAGE, COUNT, COUNTA, MAX, MIN, NOW, TODAY &amp; DATEVALUE</li> <li>• Be able to apply the SUBTOTAL tool in a spreadsheet</li> <li>• Understand the F&amp;F tools available in the FORMULAS ribbon / menu</li> </ul>
Readings/Media	<ul style="list-style-type: none"> <li>• None</li> </ul>
Assignments Due	<ul style="list-style-type: none"> <li>• Assignment 2: Spreadsheet demonstrating an understanding of Relative vs. Absolute Cell References. This assignment is due <b>11/7/2021</b> at midnight</li> </ul>

**Class 3: 11/9/2021**

Category	Description
Meeting	Tuesday, 5:00-6:20. Janice H Levin Building <b>Room 219</b> , Livingston Campus
Core Topic(s)	<ul style="list-style-type: none"> <li>• Formulas &amp; Functions II</li> </ul>
Learning Objectives	<ul style="list-style-type: none"> <li>• Understand and apply the VLOOKUP (HLOOKUP &amp; XLOOKUP) functions               <ul style="list-style-type: none"> <li>○ How to set up a VLOOKUP table</li> <li>○ Name a table &amp; other cell ranges</li> <li>○ Apply VLOOKUP syntax to RANGES and individual items in the table                   <ul style="list-style-type: none"> <li>▪ Manipulate both table data and grade values</li> <li>▪ Tabulate results from VLOOKUP exercise</li> <li>▪ Chart a grade curve</li> </ul> </li> <li>○ Understand and apply VLOOKUP exact match &amp; inexact match tools to results</li> </ul> <p>Understand and apply conditional statements – the IF and COUNTIF functions</p> </li> <li>• Understand conditional statement properties and syntax: IF, THEN, ELSE</li> <li>• Be able to apply conditionals to various situations</li> </ul>
Readings/Media	<ul style="list-style-type: none"> <li>• None</li> </ul>
Assignments Due	<ul style="list-style-type: none"> <li>• None</li> </ul>

**Class 4: 11/16/2021**

Category	Description
Meeting	Tuesday, 5:00-6:20. Janice H Levin Building <b>Room 219</b> , Livingston Campus
Core Topic(s)	<ul style="list-style-type: none"> <li>• Managing Data in Excel</li> </ul>
Learning Objectives	<p>At the end of this week you will be able to:</p> <ul style="list-style-type: none"> <li>• Understand how to use and optimize data management tools in an Excel spreadsheet</li> <li>• Be able to apply various text management tools and functions, including and not limited to TRIM, CONCATENATE (or CONCAT), LEFT, MID, RIGHT, VALUE, PROPER, UPPER &amp; LOWER</li> <li>• Be able to apply the TEXT to COLUMNS utility for both delimited and fixed width data</li> <li>• Understand the power (and limitations ) of the Flash Fill utility</li> <li>• Explore creative methods of applying the FILTER tool to a dataset</li> <li>• Find and remove duplicate records</li> </ul>
Readings/Media	<ul style="list-style-type: none"> <li>• None</li> </ul>
Assignments Due	<ul style="list-style-type: none"> <li>• None</li> </ul>



**Class 5: 11/23/2021**

Category	Description
Meeting	Tuesday, 5:00-6:20. Janice H Levin Building <b>Room 219</b> , Livingston Campus
Core Topic(s)	<ul style="list-style-type: none"> <li>• Visualizing Data in Excel</li> </ul>
Learning Objectives	<p>At the end of this week you will be able to:</p> <ul style="list-style-type: none"> <li>• Experience multiple data visualization tools in Excel: Conditional Formatting, Sparklines, and traditional charts</li> <li>• Optimize Excel data for data visualization</li> <li>• Experience Excel's newest charting tools (Excel 365) Maps and 3D-Models</li> <li>• Understand how to format and enhance charts using various Excel tools</li> <li>• Be able to transport charts to Word documents and PowerPoint presentations</li> </ul>
Readings/Media	<ul style="list-style-type: none"> <li>• None</li> </ul>
Assignments Due	<ul style="list-style-type: none"> <li>• Visualizing Data in Excel spreadsheet due <b>11/29/2021</b> at midnight</li> </ul>

**Class 6: 11/30/2021**

Category	Description
Meeting	Tuesday, 5:00-6:20. Janice H Levin Building <b>Room 219</b> , Livingston Campus
Core Topic(s)	<ul style="list-style-type: none"> <li>• PivotTables I</li> </ul>
Learning Objectives	<p>At the end of this week you will be able to:</p> <ul style="list-style-type: none"> <li>• Optimize and standardize data sets for pivoting</li> <li>• Insert a PivotTable and understand the main tools: Pivot Panel, Pivot menu / ribbon and Pivot report space</li> <li>• Understand the differences between the PivotTable and standard Excel for formatting and data refresh</li> <li>• Perform special functions in Excel PivotTables</li> <li>• Insert a PivotChart and be able to edit and transport charts to Word and PowerPoint</li> </ul>
Readings/Media	<ul style="list-style-type: none"> <li>• None</li> </ul>
Assignments Due	<ul style="list-style-type: none"> <li>• None</li> </ul>

**Class 7: 12/7/2021**

Category	Description
Meeting	Tuesday, 5:00-6:20. Janice H Levin Building <b>Room 219</b> , Livingston Campus
Core Topic(s)	<ul style="list-style-type: none"> <li>• PivotTables II</li> </ul>

Category	Description
Learning Objectives	At the end of this week you will be able to: <ul style="list-style-type: none"> <li>• Perform special functions in PivotTables</li> <li>• Apply special formatting tools</li> <li>• Create a Dashboard based on your PivotTable, using charts, slicers and timelines</li> </ul>
Readings/Media	• None
Assignments Due	• PivotTable spreadsheet due <b>12/12/2021</b> at midnight

## ASSESSMENT RUBRICS

### Grading Rubric

#### General Guidelines for Grading Discussions

Criteria	Outstanding (3) PASS	Proficient (2) PASS	Basic (1) PASS	Below Expectations (0) FAIL
<i>Critical Thinking</i>	<ul style="list-style-type: none"> <li>▪ Substantive content</li> <li>▪ Full of thought, insight, and analysis</li> <li>▪ Creative problem solving</li> </ul>	<ul style="list-style-type: none"> <li>▪ Substantial information</li> <li>▪ Thought, insight, and analysis has taken place</li> </ul>	<ul style="list-style-type: none"> <li>▪ Generally competent</li> <li>▪ Information is commonplace</li> </ul>	<ul style="list-style-type: none"> <li>▪ Rudimentary and superficial</li> <li>▪ No analysis or insight is displayed</li> </ul>
<i>Connections</i>	Clear connections: <ul style="list-style-type: none"> <li>▪ To previous or current threads</li> <li>▪ To real-life situations</li> </ul>	<ul style="list-style-type: none"> <li>▪ New ideas or connections</li> </ul>	<ul style="list-style-type: none"> <li>▪ Limited, if any connections</li> <li>▪ Vague generalities</li> </ul>	<ul style="list-style-type: none"> <li>▪ No connections are made</li> <li>▪ Off topic</li> <li>▪ Lack depth and/or detail</li> </ul>
<i>Uniqueness</i>	<ul style="list-style-type: none"> <li>▪ New ideas</li> <li>▪ New connections</li> <li>▪ Made with depth and detail</li> </ul>	<ul style="list-style-type: none"> <li>▪ New ideas or connections</li> <li>▪ Lack depth and/or detail</li> </ul>	<ul style="list-style-type: none"> <li>▪ Few, if any new ideas or connections</li> <li>▪ Rehash or summarize other postings</li> </ul>	<ul style="list-style-type: none"> <li>▪ No new ideas</li> <li>▪ "I agree with..." statement</li> </ul>
<i>Timeliness</i>	<ul style="list-style-type: none"> <li>▪ All required postings</li> <li>▪ Early in discussion</li> <li>▪ Throughout the discussion</li> </ul>	<ul style="list-style-type: none"> <li>▪ All required postings</li> <li>▪ Some not in time for others to read and respond</li> </ul>	<ul style="list-style-type: none"> <li>▪ All required postings</li> <li>▪ Most at the last minute without allowing for response time</li> </ul>	<ul style="list-style-type: none"> <li>▪ All required postings are missing</li> </ul>
<i>Stylistics</i>	<ul style="list-style-type: none"> <li>▪ Few grammatical or stylistic errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Several grammatical or stylistic errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Obvious grammatical or stylistic errors</li> <li>▪ Errors interfere with content</li> </ul>	<ul style="list-style-type: none"> <li>▪ Obvious grammatical or stylistic errors</li> <li>▪ Understanding impossible</li> </ul>

Middle Tennessee State University Model

### Grading Rubric for this course

Completion of assignments	Full credit/points	Small point reduction	Moderate point reduction	Zero points assigned
	<ul style="list-style-type: none"> <li>▪ Assignment completed as required, demonstrating full understanding and mastery of course content</li> <li>▪ Assignment demonstrates creative problem solving techniques</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assignment mostly completed as required, demonstrating some understanding of course content</li> <li>▪ One or two parts of the assignment are incomplete or missing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assignment has been handed in, but is (more than half) incomplete according to instructions</li> <li>▪ Partial grasp of the course content has been demonstrated</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assignment not handed in</li> <li>▪ Assignment handed in, but none of the assigned tasks have been completed</li> <li>▪ No understanding of course content demonstrated</li> </ul>

## REFERENCES

None

*Note: This course outline/syllabus is subject to change at the discretion of the instructor.*