



COURSE SYLLABUS

Spring 2026, Excel for Management & Work 37:624:350:M1

Location: Tillett Hall, Room 253 - Livingston Campus

This seven-week in-person mini course will begin on **01/20/26** and end on **03/03/26**

Tuesdays 7:30 PM – 8:50 PM EST

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: Khaleef Crumbley, MA

Email: Khaleef.crumbley@rutgers.edu

Student Support Hour: Tuesday 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**.

Zoom link:

Access the Zoom link from the Canvas page and select the “join” tab. Alternatively, you can join via

[Student Support Hour direct link](#), Meeting ID 964 0864 3345, Passcode 074635

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 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 Tillett Hall, Room 253 on Livingston Campus. We will be utilizing the Canvas Learning Management System (LMS) to access learning materials, announcements, submit Assignments, communicate via the Inbox feature, attend live sessions through Zoom, and take exams. Be sure to check this site frequently as there will be announcements and instructions.

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Purpose of the Course:

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

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
- Rutgers LinkedIn Learning

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 successfully 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.

STUDENT LEARNING OBJECTIVES

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

1. Master the various Excel skills and tools covered in class
2. Apply Excel tools and techniques for creative problem solving in the HRM workplace
3. Apply quantitative methods to analyze data for HR decision making
4. Produce professional-grade Excel spreadsheets and data management tools
5. Become more aware of accessibility tools offered in Excel

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.

COURSE COMPLETION REQUIREMENTS

Your success in this course depends on the following:

- Submitting class assignments in a timely manner – **late assignments will not be accepted**

GRADING

Grading for this 1 credit pass / fail course will be based on timely submission of assignments, and the accuracy of the work submitted.

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

Activity or Major Assignment	Due Date	Maximum Points
Class 1 Assignment	01/27/2026	40
Class 2 Assignment	02/03/2026	50
Class 5 Assignment	02/24/2026	75
FINAL Assignment	03/10/2026	100
Total Points		265

Grading Scale:

Grade	Range
PASS	186 – 265
FAIL	0 - 185

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 attend the student support hour missed information.

If you have a situation that might cause you to miss more than one class or miss an assignment, you must [contact the Office of the Dean of Students](#) as soon as possible.

Submission Policy:

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, FIRST NAME - Assignment number .xlsx For example, **JONES, TARA - Assignment 3.xlsx**

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 (documented with the Office of the Dean of Students), you must contact me immediately to discuss your options.

TOPICS SCHEDULE

Class 1: 01/20/2026

Category	Description
Meeting	Tuesday, 7:30-8:50. Tillett Hall, Room 253, Livingston Campus
Core Topic(s)	• Getting Started / Intro to Excel
Learning Objectives	At the end of this week, you will be able to: <ul style="list-style-type: none">• Know how to get HELP in Excel• Understand the Excel interface and workspace• Apply Excel file management tools• Understand the structure and properties of a cell• Manage multiple sheets in an Excel workbook• Be able to apply Autofill to text, numbers, dates and formulas in Excel• Understand Excel formatting techniques• Understand Excel Order of Operations• Understand Relative vs. Absolute Cell References• Audit Excel formulas & functions
Readings/Media	• None
Assignments Due	• Assignment 1: Questionnaire Due on 01/27/2026 at 11:59PM

Class 2: 01/27/2026

Category	Description
Meeting	Tuesday, 7:30-8:50. Tillett Hall, Room 253, Livingston Campus
Core Topic(s)	• Formulas & Functions I
Learning Objectives	<p>At the end of this week you will be able to:</p> <ul style="list-style-type: none"> • Understand the syntax you will need to apply to Excel Formulas & Functions. Know the differences & similarities of Excel Formulas & Functions • Understand Excel Order of Operations • Understand Relative vs. Absolute Cell References • Apply spreadsheet management techniques: freeze, zoom, copy & paste, Autofill • Understand how Excel manages Dates and Times • Perform standard Formulas & Functions, including but not limited to: SUM, AVERAGE, COUNT, COUNTA, MAX, MIN, NOW, TODAY & DATEVALUE • Be able to apply the SUBTOTAL tool in a spreadsheet • Understand the F&F tools available in the FORMULAS ribbon / menu • Locate and apply the Excel Accessibility Checker
Readings/Media	• None
Assignments Due	• Assignment 2: Spreadsheet demonstrating an understanding of Relative vs. Absolute Cell References and basic spreadsheet management techniques. This assignment is due 02/03/2026 at 11:59PM

Class 3: 02/03/2026

Category	Description
Meeting	Tuesday, 7:30-8:50. Tillett Hall, Room 253, Livingston Campus
Core Topic(s)	• Formulas & Functions II
Learning Objectives	<ul style="list-style-type: none"> • Understand and apply the VLOOKUP & XLOOKUP (HLOOKUP) functions <ul style="list-style-type: none"> ○ How to set up a VLOOKUP table ○ Name a table & other cell ranges ○ Apply VLOOKUP syntax to RANGES and individual items in the table <ul style="list-style-type: none"> ▪ Manipulate both table data and grade values ▪ Tabulate results from VLOOKUP exercise ▪ Chart a grade curve ○ Understand and apply VLOOKUP exact match & inexact match tools to desired results ○ Understand and be able to apply the differences between VLOOKUP and XLOOKUP • Understand and apply conditional statements – the IF and COUNTIF functions • Understand conditional statement properties and syntax: IF, THEN, ELSE <ul style="list-style-type: none"> ○ Be able to apply conditionals to various situations
Readings/Media	• None
Assignments Due	• None

Class 4: 02/10/2026

Category	Description
Meeting	Tuesday, 7:30-8:50. Tillett Hall, Room 253, Livingston Campus
Core Topic(s)	• Managing Data in Excel
Learning Objectives	<p>At the end of this week you will be able to:</p> <ul style="list-style-type: none"> • Understand how to use and optimize data management tools in an Excel spreadsheet • Be able to apply various text management tools and functions, including and not limited to TRIM, CONCAT (or CONCATENATE), LEFT, MID, RIGHT, VALUE, PROPER, UPPER & LOWER • Be able to apply the TEXT to COLUMNS utility for both delimited and fixed width data • Understand the power (and limitations) of the Flash Fill utility • Explore creative methods of applying the FILTER tool to a dataset • Find and remove duplicate records • Apply previously explored tools, such as VLOOKUP and cell naming to a human resources dataset • Easily fix less-than-perfect Excel data: VALUE and DATEVALUE functions • Be able to calculate lengths of time • Check and resolve accessibility issues in your spreadsheets
Readings/Media	• None
Assignments Due	• None

Class 5: 02/17/2026

Category	Description
Meeting	Tuesday, 7:30-8:50. Tillett Hall, Room 253, Livingston Campus
Core Topic(s)	• Visualizing Data in Excel
Learning Objectives	<p>At the end of this week you will be able to:</p> <ul style="list-style-type: none"> • Experience multiple data visualization tools in Excel: Conditional Formatting, Sparklines, and traditional charts • Optimize Excel data for data visualization • Experience Excel's newest charting tools (Excel 365) Maps and 3D-Models in Excel 365 • Understand how to format and enhance charts using various Excel tools and options • Be able to transport static and dynamic charts to Word documents and PowerPoint presentations • Understand how to make all Excel visualizations accessible for all users
Readings/Media	• None
Assignments Due	• Visualizing Data in Excel spreadsheet due 02/24/2026 at 11:59PM

Class 6: 02/24/2026

Category	Description
Meeting	Tuesday, 7:30-8:50. Tillett Hall, Room 253, Livingston Campus
Core Topic(s)	• PivotTables I
Learning Objectives	At the end of this week you will be able to: <ul style="list-style-type: none"> • Optimize and standardize data sets for pivoting • Insert a PivotTable and understand the main tools: Pivot Panel, Pivot menu / ribbon and Pivot report space • Understand the differences between the PivotTable and standard Excel for formatting and data refresh • Perform special functions in Excel PivotTables • Insert a PivotChart and be able to edit and transport charts to Word and PowerPoint • Apply accessibility tools - Alt-text - to Pivot Charts
Readings/Media	• None
Assignments Due	• None

Class 7 [FINAL Class]: 03/03/2026

Category	Description
Meeting	Tuesday, 7:30-8:50. Tillett Hall, Room 253, Livingston Campus
Core Topic(s)	• PivotTables II
Learning Objectives	At the end of this week, you will be able to: <ul style="list-style-type: none"> • Perform special functions in PivotTables • Apply special formatting tools to PivotTables • Create a dashboard based on your PivotTable, using charts, slicers, and timelines • Be able to transport PivotTables to other spreadsheets and applications • Apply accessibility tools to your dashboard • Apply your creativity and visual sense to develop a clear, useful, and professional HR dashboard
	• Create a Dashboard based on your PivotTable, using charts, slicers and timelines
Readings/Media	• None
Assignments Due	• PivotTable & data management spreadsheet due 03/10/2026

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