RUTGERS
UNIVERSITY | CAMDEN
School of Business

Introduction To Data Analysis With Excel (7 Week Course – First 7 Weeks of Semester)
(1 Credit) Term
Fall 2024

Professor: Riley Klevence, MBA   Meetings: Online
E-mail: rck66@camden.rutgers.edu   Office Hours: By Appointment

---

COURSE DESCRIPTION

In today's business environment computers play a very critical role. The success and failure of a business solely rests with the business manager's ability to read and manipulate data across their company. Their skill with computers along with the expertise in using different types of software and other applications will allow the manager to make educated decisions based on data and manage the business effectively. In this course, you will get hands-on experience in using Microsoft Excel. This course will provide foundational experience that will be your key to success in your educational career and your career after graduation.

COURSE OBJECTIVES

In this modern economy, no business manage can perform well without an understanding of information technology and its role in supporting business goals and transforming organizations. Th course is designed to enable students to learn MS Excel concepts, but also to apply those concepts. MS Excel is a crucial part of any modern business software suite. We will explore various functions as well as formulas to familiarize ourselves with this software. This course is seven weeks – with that being said – it is an accelerated course that moves quickly, so it is critical that you do not fall behind.

COURSE MATERIALS

Pearson MyLab Online Learning Portal – David M. Kroenke and Randall J. Boyle Using MIS (10th Edition), Pearson, ISBN-10: 013460699X or ISBN-13: 978-0134606996. **DO NOT PURCHASE Pearson MyLab UNTIL INSTRUCTOR POSTS FURTHER DETAILS IN A SEPERATE CANVAS ANNOUNCEMENT**

Your instructor will post Purchase & Registration Instructions. Please do not purchase any materials until your instructor posts instructions.
DO NOT buy a used textbook *–These DO NOT include a MindTap registration card or correct MindTap course key.*
Do NOT purchase the materials through Amazon or any other online store. *They should be purchased only directly from Pearson.*

When registering for this class in Pearson, please use your Rutgers email address. Do NOT use your personal email address.

HOW TO SUCCEED IN THIS COURSE
The material presented in class provides the essential backbone of the course. You are expected to:
- Read all text material assigned for each class
- Follow instructions in all assignments
- Follow instructor's guideline for gaining feedback when applicable
- Start assignments early and submit them on time
- Consult/meet with the professor immediately when you need help
- If an online tool is used (Canvas, McGraw Hill Connect) ensure that you can access and use it appropriately.

COMMUNICATION
Canvas
Since class attendance is delivered online, a reliable form of communication is vitally important. **Note that all class communication will be via Canvas Announcements this will be the primary mode of communication to the class. Check the Cavass Announcements at least 3 times per week. Not checking the announcements is not an excuse for missing important information.**

Under special circumstances – I will email students individually using their Official Rutgers e-mail via the mail function within the Canvas course classroom. You are expected to check your Rutgers e-mail at least two or three times every week.

If you have individual questions that you'd like to ask me, please send me a CANVAS message. That is my preferred form of contact with students – I will be available via Canvas messages more quickly than via email.

Rutgers email - USE YOUR RUTGERS EMAIL ADDRESS
All communications to students will be done using the Rutgers email address provided to you. Please forward your Rutgers email to your personal email if necessary. **Not checking your Rutgers email is not an excuse for missing any communications.**

Note that during the week, from Monday until Friday, I will try reply to all e-mails within 24 hours. Please do not expect immediate response. If you do not hear from me within 48 hours, please re-send your email as I may have overlooked or accidentally deleted your e-mail. I may not be able to completely answer all e-mails immediately upon receiving them. Note that I may also be traveling out of town on some weekends and may not be able respond to weekend e-mails until Monday.

GENERAL /ADMINISTRATIVE
Pronouns
This course affirms people of all gender expressions and gender identities. Feel free to correct me on your preferred gender pronoun. If you have any questions or concerns, please do not hesitate to contact me.

Chosen Name (Preferred Name)
If you have a chosen name or preferred name other than what is listed on the roster, kindly let me know. If you would like to have your name changed within the rosters officially, go to: https://deanofstudents.camden.rutgers.edu/chosen-name-application
Key Spring 2024 Dates:

Fall 2024 classes begin	**Tuesday, Sept. 3rd**
Last day to drop classes w/o "W"	Thursday, Sept. 12th
Last day to add classes	**Thursday, Sept. 12th**
Last day to DROP ALL CLASSES and receive 100% refund	Monday, Sept. 16th
Last day to withdraw with a "W"	**Monday, Nov. 11th**
Thanksgiving break	Thursday, Nov. 28rd – Sunday, Dec. 1st
Regular classes end	**Wednesday, Dec. 11th**
Reading days	Thursday, Dec. 12th – Friday Dec. 13th
Final exam period	**Monday, Dec. 16th – Saturday, Dec. 21st**

Disability Services/Accommodations

The University is committed to supporting the learning of all students and faculty will provide accommodations as indicated in a Letter of Accommodation issued by the Office of Disability Services (ODS). If you have already registered with ODS and have your letter of accommodations, please share this with me early in the course. If you have or think you have a disability (learning, sensory, physical, chronic health, mental health or attentional), please contact https://success.camden.rutgers.edu/disability-services.

Accommodations will be provided only for students with a letter of accommodation from ODS. Their services are free and confidential. Letters only provide information about the accommodation, not about the disability or diagnosis.

Academic Integrity

The Academic Integrity policy can be found at http://studentconduct.rutgers.edu/student-conduct-processes/academic-integrity/

Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at the University. Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

Academic Integrity means that you (the student) must:
- •properly acknowledge and cite all use of the ideas, results, or words of others,
- •properly acknowledge all contributors to a given piece of work,
- •make sure that all work submitted as your own in a course activity is your own and not from someone else
- •obtain all data or results by ethical means and report them accurately
- • treat all other students fairly with no encouragement of academic dishonesty

Adherence to these principles is necessary in order to ensure that:
- •everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
- •all student work is fairly evaluated and no student has an inappropriate advantage over others
- •the academic and ethical development of all students is fostered
- •the reputation of the University for integrity is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld. Violations are taken

seriously and will be handled according to University policy.

Code of Student Conduct
Rutgers University-Camden seeks a community that is free from violence, threats, and intimidation; is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and does not threaten the physical or mental health or safety of members of the University community, including in classroom space.
As a student at the University you are expected adhere to the Code of Student Conduct.
To review the code, go to the Office of Community Standards:
 https://deanofstudents.camden.rutgers.edu/student-conduct

Note that the conduct code specifically addresses disruptive classroom conduct, which means *"engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities."*

Etiquette expectations from on-line students
The following protocols on the codes of behavior reflect professional business norms on manners, courtesy, and respect. (***In general, you should treat others as you would like others to treat yourself. Be mindful that what is acceptable in a text or chatroom with friends may not be appropriate in a classroom or in an online conversation with an instructor***.)

Even though many of you are already aware of these protocols, they are explicitly stated here so that everyone is cognizant of the same protocols. These protocols should be followed by all students taking this course to help ensure the online experiences for everyone involved are pleasant. They are as follows:
- If you were to send an e-mail to the professor / tutor, please address the person appropriately such as "Dr. …." or "Mr./Ms. …." ,not 'Hey'. Note that I will address you with your first name, unless you prefer that I address you differently.
- When sending an e-mail, you can get better attention by using the following guidelines:
  - use descriptive subject lines, (I am sure you have received a lot of Spam e-mails and I have occasionally and accidentally deleted student e-mails that I thought was Spam.)
  - please be as brief as possible by going straight to the point, and if possible, limit the use of attachments

<u>**Never send offensive and insulting messages***</u> (this is a violation of the Student Code of Conduct). If you disagree, say so and state your reasons. Social media is a very powerful tool for communication. However, it can be badly misused if it is not used correctly or professionally. For example, you may have personal and legitimate concerns with this course. However, other students, who do not have similar feelings, can be negatively influenced by your concerns. This will unnecessarily and negatively affect their overall experience of the course. Therefore, to minimize such an occurrence, please feel free to directly contact the instructor/tutor first to resolve any concerns that you may have to help ensure that everyone's online experience of this course is beneficial.
- Always guard against inciting others when it comes to content, opinions, etc. That is, avoid blaming or accusing others of wrong doing.
- Do not start a volley of back-and-forth e-mails, with copies distributed to every student in the class.

- Copy the minimum number of people. That is, send e-mails to only the people you think should receive and will benefit from it.
- Treat all e-mails and postings as permanent forms of written record and do not expect that any your e-mail communications to be private, unless stated otherwise. Instead, assume that all e-mail communications are public.
- Do not publicize your own or others' personal information (such as email, phone numbers, last names, etc.)

CLASSROOM POLICIES
Exam Make-up Policy/Late Policy
If, for a university approved reason, you cannot take an exam at the scheduled time you must give the professor written notice at least one week in advance so that other arrangements can be made. If the situation does not allow for advance notification (for example, emergency hospitalization), contact the professor as soon as possible after a missed exam. Make-up exams for non-university approved reasons are not guaranteed. The professor reserves the right to request written documentation to support your absence (such as a doctor's note, an obituary, or military orders).

Grade Ranges
Letter Grade Description
A 90-100 pts
B+ 85-89.9 pts
B 80-84.9 pts
C+ 75-79.9 pts
C 70-74.9 pts
D 60-69.9 pts
F under 60 pts

Grading
(Writing and presentation assignments must add up to a minimum of 40% of the total grade, as a part of Writing-Intensive Course requirements. However, each percentage category can be changed based on the instructor's decision)

Assignment	Percentage
Discussion Posts/Class participation	50%
Excel Assignments/Various Semester Projects	50%
Total	**100%**

WRITING AND PRESENTATION ASSIGNMENTS: 5
Up to instructors' discretion, individual and/or group assignments must include iterative writing process procedures including submitting a first draft, gaining instructor feedback, and submitting a final revision.

Outside Sources: At least one individual or group assignment must require students to perform search of an outside source in related genres such as news, current events, job postings, etc.

CLASS PARTICIPATION: Participate in any virtual discussions and complete all work assigned in accordance with the due date for each assignment. This is an online course, so it will be easy to fall behind. If you fall behind with the assignments, it will be very difficult to catch back up. Incompletes and Problems:

Participation and Late Work: Lack of participation will be reflected in the final grade.   All assignments must be handed in on time; late work will receive reduced or no credit. No makeup exams will be scheduled without prior notification and a physician's excuse.

Incompletes and Problems: If you find that you are having trouble completing course work or need further explanation of class topics, please schedule an appointment with me immediately. Please be sure that your performance is up to standard throughout the course. It is too late if you wait until the last week of classes to ask for help. I am available to meet throughout the entire semester if you need help. "Incomplete" grades will not be assigned in the course. It is vital that you plan your schedule to complete the coursework by the course end date. This course is created in such a way that the student is permitted to complete all assignments a cording to their individual schedule.

COURSE SCHEDULE
(The instructor reserves the right to make changes to this course schedule, if needed)

Topics listed below to be covered in the sequence as the course instructor finds appropriate

Module	Date	Topic	Assignment Detail	Due Date
1	Tuesday 09/03 through Sunday 09/08	Course Introduction Syllabus Overview GETTING REGISTERED IN PEARSON MYLAB Discussion Posts Excel Assignments	Module 1	Get set up in Pearson MyLab by Wednesday 09/03. Please see Canvas announcements for due dates listed by the instructor.
2	Monday 09/09 through Sunday 09/15	Discussion Posts Excel Assignments	Module 2	Please see Canvas announcements for due dates listed by the instructor.
3	Monday 09/16 through Sunday 09/22	Discussion Posts Excel Assignments	Module 3	Please see Canvas announcements for due dates listed by the instructor.
4	Monday 09/23 through Sunday 09/29	Discussion Posts Excel Assignments	Module 4	Please see Canvas announcements for due dates listed by the instructor.
5	Monday 09/30 through	Discussion Posts Excel Assignments	Module 5	Please see Canvas announcements for due dates listed by

	Sunday 10/06			the instructor.
6	Monday 10/07 through Sunday 10/13	Discussion Posts Excel Assignments	Module 6	Please see Canvas announcements for due dates listed by the instructor.
7	Monday 10/14 through Sunday 10/20	Discussion Posts Excel Assignments	Module 7	Please see Canvas announcements for due dates listed by the instructor.