



## **Intro to Data Analytics with Excel**

**52:620:210 – Sections 96 & 98**

**Spring 2026**

**3/10 – 5/4**

***Asynchronous Course***

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Office Hours: By Appointment

### **Course Description**

In the modern economy, no business manager can perform well without a good understanding of information technology and its role in supporting business goals and transforming organizations. This course is designed to enable students not only to learn MS Excel concepts but also to apply them. 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. The course is 7 weeks long, therefore it will be moving at a brisk pace. It is advised that students stay up to date with assignments and instructional videos to take full advantage of the course.

### **Course Learning Objectives**

At the end of the course, students should be able to understand specific Excel commands such as

- Vlookup/hlookup
- Index
- Array functions
- Conditional functions (If, and, or)
- Character functions (left, mid, search)
- Graphing; Regression analysis (incl. LINEST)
- Goal Seek
- Solver
- VBA/Macros
- Keyboard shortcut

### **School of Business-Camden Program Learning Goals**

- Technology Fluency
- Critical Thinking
- Ethical Consideration

## **Course Materials:**

MindTap for Cengage's New Perspectives Collection, Microsoft 365 & Office 2021 with MindTap, 1 term Instant Access

ISBN-13: 9780357671993

### **PLEASE READ THE FOLLOWING INFORMATION VERY CAREFULLY**

- 1) In partnership with the campus bookstore, this course is enrolled in a program called Barnes & Noble First Day. This program allows Rutgers to AUTOMATICALLY add the cost to access the instructional materials, eText, and assignments to your term bill. You do NOT need to pay any additional out-of-pocket expenses for this course. By doing this, your cost is reduced by up to 30% AND you may also be able to use financial aid to help cover some or all the cost.
- 2) Make sure to access my materials and assignments through our Canvas course shell. In other words, do NOT access the materials directly from Cengage.
- 3) In addition, you do not need a class key to access our course. You must access through Canvas.
- 4) Do NOT purchase the materials through Amazon or any other online retailer. They will be added to your Rutgers account automatically.
- 5) If you are having an issue with accessing the course materials inside of Canvas, you should first reach out to the Bookstore at [sm8594@bncollege.com](mailto:sm8594@bncollege.com)
- 6) Do NOT pay attention to dates and assignments from within the Cengage platform. The ONLY assignments due are those linked on our Canvas site and listed within the syllabus. There are a number of assignments and trainings that are available to you as additional help, but are not required.

## **Accessing your online textbook:**

Once you access my materials and assignments through our Canvas course, you will have access to the online textbook by clicking the book icon located in the right frame as well as links to each chapter in the weekly modules in Canvas.

## **Cengage Customer Support:**

Students now have three ways to reach tech support, any time of day or night:

- Call its tech support team directly at **1-800-354-9706**.
- Use **online chat** for issues related to access codes and registration.
- Find answers by answering a few easy questions at [support.cengage.com](https://support.cengage.com).

## **Software:**

• Microsoft Excel is available for free for Rutgers University students. Please visit this website for more information: <https://it.rutgers.edu/microsoft-office/microsoft-office-for-students>

## **COURSE REQUIREMENTS AND TEACHING STRATEGIES**

This course will be conducted based on the text and supplemental materials. Assignments will be conducted to enhance learning and exercise the techniques and considerations presented in the course. Student comprehension of the course content will be assessed through these graded assignments.

## **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 module

- Follow instructions in all assignments
- Start assignments early and get feedback from the instructor
- Consult/meet with the professor immediately when you need help.
- Use Canvas and MS Excel.

## **Diversity Statement**

This class strives to be an inclusive community, learning from the many perspectives that come from having differing backgrounds and beliefs. As a community, we aim to be respectful to all. We reject all forms of prejudice and discrimination, including but not limited to those based on age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, and veteran status. Faculty and students are expected to commit to creating an environment that facilitates inquiry and self-expression, while also demonstrating diligence in understanding how others' viewpoints may be different from their own.

Our goal as a learning community is to create a safe environment that fosters open and honest dialogue. We are all expected to contribute to creating a respectful, welcoming, and inclusive environment. To this end, classroom discussions should always be conducted in a way that shows honor, respect, and dignity to all members of the class. Moreover, disagreements should be pursued without personal attack and aggression, and instead, should be handled with grace and care. This will allow for rigorous intellectual engagement and a deeper learning experience for all.

## **COMMUNICATION and USE OF CANVAS**

### **EMAIL- USE YOUR RUTGERS EMAIL ADDRESS**

All communications to students will be done using the Rutgers email address provided to you. **Not checking your Rutgers email is not an excuse for missing any communications.**

### **CANVAS**

Canvas is the learning management system used for this course. Posted will be the syllabus, resources, PowerPoint slides, announcements, guides, etc. To access this system, go to <http://canvas.rutgers.edu> log in, and click on the course in the dashboard. For technical support 833-648-4357 or [help@camden.rutgers.edu](mailto:help@camden.rutgers.edu).

### **Professor Communication:**

Note that during the week, from Monday until Friday, I will try reply to all e-mails within 24 hours. Please do not expect an immediate response. If you do not hear from me within 48 hours, please resend your email as I may have overlooked or accidentally deleted your email.

If you do not receive a response from me within the above listed time frame, please send the email again. I will do my best to adhere to these guidelines; I ask that you do the same if I contact you directly. While I will make every effort to be responsive to your needs, please be respectful of my availability.

## **IMPORTANT GRADING INFORMATION**

- Course deadlines are strict. I have zero tolerance for missing deadlines. Assignments are all available well in advance. If there is a possibility you will not be able to do work close to the deadline, you should plan ahead and do the work early.
- There will be no make-ups for missed exams or graded homework assignments.
- There will be no extra-credit work and there will be no extensions for any assignments.
- This is an online class. You can do your work from anywhere and at any time.

### **Acceptable reasons for not completing your work on time (proof is required):**

- Death of an immediate family member (parent, sibling, child, grandparent)
- Military service
- Hospitalization

### **Unacceptable reasons for not completing your work on time:**

- “My computer crashed/broke”
- “My Internet access went down”
- “My power went out”
- “I don’t have the textbook”
- “I mixed up the deadlines of this course with another class”
- “I submitted the wrong assignment” (i.e.; a blank document or the incorrect assignment)
- “I am taking too many classes”
- “I did not save my file” or “I lost my file”
- “I have a job” or “I have two jobs”
- “I work very long hours”
- “I worked late last night”
- “I was sick” (without providing a doctor’s note)
- “I have personal issues”
- “I was on vacation”
- “I forgot”

### **CLASS POLICIES**

- Duties related to your employment or business do not provide an acceptable excuse for class absences or missed assignments. If, for a university-approved reason, you cannot take an assignment at the scheduled time, you must give the professor written notice at least one week in advance and then take the exam on the specified day and time.
- No incomplete will be given

### **Course Grading**

The grade for this course is based on the assignments due in Canvas. Only assignments submitted through Cengage MindTap will be graded.

#### **Final Grade Ranges**

A Highest grade (90% and above)

B+ Work of distinction (84.5% to 89.4%)

B Work of distinction (79.5% to 84.4%)

C+ Average work (74.5% to 79.4%)

C Average work (69.5% to 74.4%)

D Passing, but unsatisfactory (60% to 69.4%)

F Failure without credit (Below 60%)

### **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 <https://studentconduct.rutgers.edu/processes/university-code-student-conduct> <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.

### **Artificial Intelligence Use Prohibited**

The use of generative AI tools (such as ChatGPT, DALL-E, etc.) are not permitted by students in this class; therefore, any use of AI tools for work in this class may be considered a violation of Rutgers University's Academic Honesty policy and Student Conduct Code, since the work is not your own. When in doubt about permitted usage, please ask for clarification.

### **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."*

**COURSE OUTLINE BY WEEK**

<b>Week</b>	<b>Topics</b>	<b>Chapter Readings</b>	<b>Learning Events and Designated Activities</b>
<b>1</b> <b>3/10</b> <b>to</b> <b>3/23</b>	<ul style="list-style-type: none"> <li>• Course Introduction</li> <li>• Access to MindTap</li> <li>• Getting Started with Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Getting Started</li> <li>• Excel Module 1</li> </ul>	<ul style="list-style-type: none"> <li>• Syllabus Review</li> <li>• Excel Module 1 - SAM Training, Project and Critical Thinking</li> </ul>
<b>2</b> <b>3/24</b> <b>to</b> <b>3/30</b>	<ul style="list-style-type: none"> <li>• Getting Started with Excel</li> <li>• Formatting Workbook Text and Data</li> </ul>	<ul style="list-style-type: none"> <li>• Excel Module 2</li> </ul>	<ul style="list-style-type: none"> <li>• Excel Module 2 - SAM Training, Project and Critical Thinking</li> </ul>
<b>3</b> <b>3/31</b> <b>to</b> <b>4/6</b>	<ul style="list-style-type: none"> <li>• Performing Calculations with Formulas and Functions</li> <li>• Analyzing and Charting Financial Data</li> </ul>	<ul style="list-style-type: none"> <li>• Excel Module 3</li> <li>• Excel Module 4</li> </ul>	<ul style="list-style-type: none"> <li>• Excel Module 3 - SAM Training, Project and Critical Thinking</li> <li>• Excel Module 4 - SAM Training, Project and Critical Thinking</li> </ul>
<b>4</b> <b>4/7</b> <b>to</b> <b>4/13</b>	<ul style="list-style-type: none"> <li>• Working with Excel Tables, Pivot Tables, and Pivot Charts</li> <li>• Managing Multiple Worksheets and Workbooks</li> </ul>	<ul style="list-style-type: none"> <li>• Excel Module 5</li> <li>• Excel Module 6</li> </ul>	<ul style="list-style-type: none"> <li>• Excel Module 5 - SAM Training, Project and Critical Thinking</li> <li>• Excel Module 6 - SAM Training, Project and Critical Thinking</li> </ul>
<b>5</b> <b>4/14</b> <b>to</b> <b>4/20</b>	<ul style="list-style-type: none"> <li>• Developing an Excel Application</li> <li>• Working with Advanced Functions</li> </ul>	<ul style="list-style-type: none"> <li>• Excel Module 7</li> <li>• Excel Module 8</li> </ul>	<ul style="list-style-type: none"> <li>• Excel Module 7 - SAM Training, Project and Critical Thinking</li> <li>• Excel Module 8 - SAM Training, Project and Critical Thinking</li> </ul>
<b>6</b> <b>4/21</b> <b>to</b> <b>4/27</b>	<ul style="list-style-type: none"> <li>• Exploring Financial Tools and Functions</li> <li>• Performing What-If Analyses</li> </ul>	<ul style="list-style-type: none"> <li>• Excel Module 9</li> <li>• Excel Module 10</li> </ul>	<ul style="list-style-type: none"> <li>• Excel Module 9 - SAM Training, Project and Critical Thinking</li> <li>• Excel Module 10 - SAM Training, Project and Critical Thinking</li> </ul>
<b>7</b> <b>4/28</b> <b>to</b> <b>5/4</b>	<ul style="list-style-type: none"> <li>• Exploring PivotTable Design</li> <li>• Developing an Excel Application</li> </ul>	<ul style="list-style-type: none"> <li>• Excel Module 11</li> <li>• Excel Module 12</li> </ul>	<ul style="list-style-type: none"> <li>• Excel Module 11 - SAM Training, Project and Critical Thinking</li> <li>• Excel Module 12 - SAM Training, Project and Critical Thinking</li> </ul>

**IMPORTANT:** Please be aware that since this course is being taught from Camden, New Jersey, all assignments are due Monday at 11:59PM Eastern Time - No exceptions