DEPARTMENT OF ECONOMICS
TEXAS TECH
College of Arts & Sciences

Course Syllabus
Excel for Economists (ECO 3361)
Summer I 2025

Instructor: James Kemper
Office: Holden Hall 243
Office Hours: Tuesdays 10:00 am – 11:30 am and by appointment
Class Time and Location: Online asynchronous
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Required Material

- *"Exploring Microsoft 365: Excel 2021"* by Mary Anne Poatsy, Keith Mulbery, and Jason Davidson. ©2023, published by Pearson.
- Follow instructions on Blackboard before using Pearson's access code.

Course Description

Excel for Economists provides students with an in-depth understanding of the powerful features of Microsoft Excel, tailored to the unique economic needs and applications. Spanning from basic tools to advanced functions, the course seamlessly integrates textbook learning with practical exercises. Using Pearson MyLab quizzes and practical data reports, students will learn Excel tools and apply them to relevant economic situations, enhancing their Excel skills and understanding of economics.

Course Prerequisites

This class has no prerequisites.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

- Demonstrate Proficiency in Excel Basics
- Apply Formulas and Functions for Economic Analysis

- Construct and Interpret Economic Charts
- Manage Economic Datasets and Tables
- Utilize Advanced Excel Tools for Data Summarization
- Conduct Economic Forecasting using What-If Analysis
- Harness Specialized Functions for Financial Analysis
- Perform Statistical Analysis for Economic Research
- Manage Multi-sheet Economic Workbooks
- Optimize Data Analysis with Power Add-ins
- Delve into Advanced Economic Calculations
- Design and Automate with Excel Advanced Tools

Furthermore, students will be adept at integrating knowledge from the primary textbook, Blackboard supplementary notes, and Pearson MyLab quizzes, synthesizing this information to draft comprehensive economic data reports.

Tentative Course Outline

SECTION I:

- Module 1 Excel Chapter 1: Introduction to Excel
- Module 2 Excel Chapter 2: Formulas and Functions
- Module 3 Excel Chapter 3: Charts
- Module 4 Excel Chapter 4: Datasets and Tables

SECTION II:

- Module 5 Excel Chapter 5: Subtotals, PivotTables, and PivotCharts
- Module 6 Excel Chapter 6: What-If Analysis
- Module 7 Excel Chapter 7: Specialized Functions
- Module 8 Excel Chapter 8: Statistical Functions

SECTION III:

- Module 9 Excel Chapter 9: Multiple-Sheet Workbook Management
- Module 10 Excel Chapter 10: Power Add-ins
- Module 11 Excel Chapter 11: Additional Specialized Functions
- Module 12 Excel Chapter 12: Templates, Workbook Inspection, and Macros

Description of How Grades are Determined

Grade Scheme

Assignment	**Weight**
Class Introduction	1% (16 points total)
MyLab Chapter Simulations	19.2% (192 points total, 12 x 16 points each)
MyLab Chapter Quizzes	19.2% (192 points total, 12 x 16 points each)
Data Reports	60% (600 points total, 3 x 200 points each)
Total	100% (1,000 points total)

Grading Scale

A 90% - 100%
B 80% - 89%
C 70% - 79%
D 60% - 69%
F Less than 59%

Class Introduction:

The class introduction is worth 20 points or 2% of the final grade. This simple assignment on Blackboard allows students to introduce themselves and get to know other students.

MyLab Chapter Simulations:

There will be 12 simulations in the class, one for each chapter. These trainings replicate working Excel and correspond to the concepts learned in the chapter. The simulations have an unlimited time limit and an unlimited number of attempts. Each training can be found in the Pearson MyLab course link within Blackboard.

Quizzes:

There will be 12 quizzes in the class, one for each chapter. Each quiz pertains to chapter reading and can be found in the Pearson MyLab course within Blackboard. Unlike simulation training, chapter quizzes have a 30-minute time limit, and students will have two opportunities to take them. Each quiz can be found at the Pearson MyLab course link on Blackboard.

Data Reports:

For this course, students are required to complete 3 data reports using Excel. The data reports will demonstrate the student's understanding and application of the concepts learned in each module. All instructions on data report assignments, including a grading rubric, will be located on Blackboard. Students will upload their Data Report assignments directly to Blackboard.

Students can work independently because this is an "asynchronous" course. underlineHowever, all chapter simulations, quizzes, and data reports are due on the date listed on the Blackboard.

Texas Tech University Policies

Texas Tech Policies Concerning Academic Honesty, Special Accommodations for Students with Disabilities, Student Absences for Observance of Religious Holy Days, and Accommodations for Pregnant Students can be found by clicking the link below:

`https://www.depts.ttu.edu/tlpdc/RequiredSyllabusStatements.php`.

Statement on the use of Artificial Intelligence (AI)

The use of generative AI tools (such as ChatGPT) is not permitted in this course; therefore, any use of AI tools for work in this class may be considered a violation of Texas Tech's Academic Integrity policy and the Student Code of Conduct since the work is not your own. Using unauthorized AI tools will result in a referral to the Office of Student Conduct.