TEXAS TECH UNIVERSITY
Department *of* Economics

Course Syllabus
ECO 3361—D01: Excel for Economists
Summer 2024

Instructor: James Kemper
Office: Holden Hall 244
Office Hours: Tuesdays, 10:00 am – 11:00 am and by appointment virtually
Lecture: Virtual only
Phone: 806.834.7691
Email: james.kemper@ttu.edu

Required Material

"Exploring Microsoft 365: Excel 2021" by Mary Anne Poatsy, Keith Mulbery, and Jason Davidson. ©2023, published by Pearson.[1]

Course Description

Excel for Economists provides students with an in-depth understanding of the powerful features of Microsoft Excel, tailored to unique economic needs and applications.

Upon completing this course, students will earn the MyLab IT Badges for "Microsoft Excel: Introductory" and "Microsoft Excel: Advanced." These badges affirm proficiency in Excel and grant students a 30% discount on the esteemed Microsoft Office Specialist (MOS) certification exam, a globally recognized credential for Microsoft Office expertise.

Course Prerequisites

There are no specific course requirements for this class.

Student Learning Outcomes (SLO's)

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

[1] It is important to follow the instructions on Blackboard before using Pearson's access code. These instructions, along with your Course ID, will be available on Blackboard.

- 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

Tentative Course Outline[2]

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

Grading and Evaluation

Grading Scale:

A = 900-1,000 points	(90% - 100%)
B = 800-899 points	(80% - 89%)
C = 700-799 points	(70% - 79%)
D = 600-699 points	(60% - 69%)
F = 0-599 points	(0 - 59%)

[2] A more detailed schedule will be provided on Blackboard.

Grading Scheme:

Assignment	Weight
Class Introduction	1.6% (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)

Class Introduction:

The class introduction is worth 16 points or 1.6% of the final grade and must be completed by the date listed on Blackboard to receive credit. This is a simple assignment located on Blackboard, which allows students to introduce themselves and get to know other students.

MyLab Chapter Simulations:

There will be twelve 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 is available in the Pearson MyLab course link within Blackboard. Each Chapter Simulation is worth 16 points for a total of 192 points.

Quizzes:

There will be twelve quizzes in the class, one for each chapter. Each quiz covers the chapter reading and is available in the Pearson MyLab course link within Blackboard. Unlike the chapter simulations, the chapter quizzes have a 30-minute time limit. Students will have two opportunities to take them. Each Chapter Quiz is worth 16 points for a total of 192 points.

Data Reports:

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

Students may work independently because this is an "asynchronous" course. However, all Chapter Simulations, Quizzes, and Data Reports are due on June 26th at 11:59 pm CST. No exceptions.

Course Requirements & Texas Tech University Policies

Below are links to 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.

Academic Honesty

Special Accommodations for Students with Disabilities

Student Absences for Observance of Religious Holy Days

Accommodations for Pregnant Students

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.