TEXAS TECH UNIVERSITY
Department *of* Economics

Course Syllabus
ECO 3161—D01: Excel Basics
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
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Required Material

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

Course Description

ECO 3161: Excel Basics introduces students to Excel, tailored for economic analysis.

Completing the course earns students the "Microsoft Excel: Introductory" MyLab IT Badge, which sets the stage for further Excel learning and offers a 30% discount on the globally recognized Microsoft Office Specialist (MOS) certification exam.

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 with Basic Excel Operations
- Develop and Apply Excel Formulas and Functions
- Visualize Economic Data
- Organize and Analyze Datasets in Excel
- Apply Excel Tools to Economic Concepts

[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.

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

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%)

Grading Scheme:

Assignment	Weight
Class Introduction	2% (20 points total)
MyLab Chapter Simulations	24% (240 points total, 4 x 60 points each)
MyLab Chapter Quizzes	24% (240 points total, 4 x 60 points each)
Data Reports	50% (500 points total)
Total	100% (1,000 points total)

Class Introduction:

The class introduction is worth 20 points or 2% 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 four simulations in the class, one for each chapter. These trainings replicate working Excel and correspond to the concepts learned in the chapter. The

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

simulations have an unlimited time limit and an unlimited number of attempts. Each training is available in the Pearson MyLab course link within Blackboard.

Quizzes:

There will be four 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.

Data Reports:

Students will complete one data report using Excel for this course. The data report 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 the Data Report 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.