Course Syllabus
Excel Basics (ECO 3161—D01)
Spring 2025

Instructor: James Kemper
Office: Holden Hall 243
Office Hours: T/Th 10:00 am – 11:30 am and by appointment
Class Time and Location: Online asynchronous
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.

- Follow instructions on Blackboard before using Pearson's access code.

Course Description

Excel Basics introduces students to Excel, which is tailored for economic analysis.

Course Prerequisites

This class has no prerequisites.

Student Learning Outcomes (SLOs)

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

Tentative Course Outline

- 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

Description of How Grades are Determined

Grade 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 Report	50% (500 points total)
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 four 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.

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 Report:

For this course, students will complete one data report using Excel. The 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 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.