ECONOMICS
COLORADO STATE UNIVERSITY

ECON/LB 235 - Fall 2025
SYLLABUS

INSTRUCTOR INFORMATION

Yuulin An

Office: Clark C-309A

Office Hour: TR 2 - 3:30PM

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COURSE DESCRIPTION & OBJECTIVES

The goal of this course is to build data management and spreadsheet skills. Students will learn about social and economic data and how it is utilized. They will develop the skills needed to manage, summarize, analyze, and effectively present data. By the end of the semester, students will be able to:

- Define data & understand its uses, including factual reasoning, social science, hypothesis testing & forecasting;
- Use Excel as a multi-purpose tool with a variety of applications, including taking notes, constructing a household budget, and managing & presenting data;
- Find data from federal departments and agencies, import it into a spreadsheet, and set it up to make it as easy to work with as possible;
- Use Excel to manage, summarize, and visualize data with features such as sorts & filters, logical & lookup functions, charts, pivot tables & dashboards;
- Describe, analyze, and forecast data with simple statistics, correlations, trend lines & regressions;
- Apply best practices for data management and data visualization.

PREREQUISITES FOR COURSE: NONE.

REQUIRED TEXTBOOK/COURSE READINGS: NONE.

COURSE MATERIALS & EQUIPMENT

Required Hardware

Desktop or laptop computer with mouse. If you don't have a mouse for your laptop, please buy one. You will be glad you did.

Required Software

Excel 2016 or 2019. Free download at https://it.colostate.edu/m365-apps-and-csu-software/

COURSE POLICIES (LATE ASSIGNMENTS, MAKE-UP EXAMS, ETC.)

Course Organization

Students will work with Excel in every class. All course materials are in Canvas Modules.

Assignments & projects are due on Tuesdays & Thursdays; due dates are listed in course schedule as well as on Canvas. Students can complete assignments & projects early if they choose. Each module reflects one class. Since there are two classes per week & 15 weeks in the semester, there are 30 modules.

Help is available on all the assignments & projects by emailing me. It is easy to set up a Zoom / Teams conference if you want to talk from the convenience of your home.

Because students can get all the help they need as they work on the assignments & projects, the most common grade is an A. The goal of this class is not to give different grades to different students, it is to build student skills & self-confidence as they learn how to manage data with Excel.

GRADING POLICY

As a student enrolled in this course, one of your responsibilities is to submit course work by the due dates listed in Canvas. With that said, I take my role as your instructor very seriously, and, in fact, I care about how well you do in this course and that you have a satisfying, rewarding experience.

Grading Criteria for Assignments

The main criterion for grading assignments is the completion of all the exercises. Points will be deducted if exercises are not completed with reasonable effort (a lower standard than completing all the exercises correctly).

Grading Criteria for Projects.

The exercises in each project must be completed correctly. Points will be deducted for errors as well as for incomplete exercises.

ASSIGNMENT	GRADE POINTS	GRADE PERCENTAGE
Assignments (22*10)	220	36.98%
Project 1	50	8.40%
Project 2	75	12.60%
Project 3	100	16.81%
Project 4	150	25.21%
Total:	595	100 %

GRADE	RANGE
A	100% to 93.33%
A-	<93.33% to 90.0%
B+	<90.0% to 86.67%
B	<86.67% to 83.33%
B-	<83.33% to 80.0%
C+	<80.0% to 76.67%
C	<76.67% to 70.0%
D	<70.0% to 60.0%
F	<60.0% to 0.0%

Keep a copy of all work created for the course, including work submitted through Canvas.

Late Policy

One point will be deducted for each hour assignments are submitted late, and five points will be deducted for each hour projects are submitted late, unless you have communicated with the instructor and gotten approval prior to the deadline.

To that end, it is my commitment to you to respond individually to the work you submit in this class and to return your work in a timely manner. Smaller, weekly assignments will be returned within a week and projects will be returned within 2 weeks. (If, however, due to unforeseeable circumstances, the grading of your work takes longer than the times I have listed here, I will keep you informed of my progress and make every effort to return your work with feedback as soon as I can.)

CANVAS INFORMATION & TECHNICAL SUPPORT

- Login: canvas.colostate.edu
- Support: info.canvas.colostate.edu
- For passwords or any other computer-related technical support, contact the Central IT Technical Support Help Desk.
  - (970) 491-7276
  - help@colostate.edu

The Technical Requirements page identifies the browsers, operating systems, and plugins that work best with Canvas. If you are new to Canvas quickly review the Canvas Student Orientation materials.

ACADEMIC INTEGRITY & CSU HONOR PLEDGE

This course will adhere to the CSU Academic Integrity/Misconduct policy as found in the General Catalog and the Student Conduct Code.

Academic integrity lies at the core of our common goal: to create an intellectually honest and rigorous community. Because academic integrity, and the personal and social integrity of which academic integrity is an integral part, is so central to our mission as students, teachers, scholars, and citizens, I will ask that you affirm the CSU Honor Pledge as part of completing your work in this course.

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UNIVERSAL DESIGN FOR LEARNING/ACCOMMODATION OF NEEDS

I am committed to the principle of universal learning. This means that our classroom, our virtual spaces, our practices, and our interactions be as inclusive as possible. Mutual respect, civility, and the ability to listen and observe others carefully are crucial to universal learning.
If you are a student who will need accommodations in this class, please contact me to discuss your individual needs. Any accommodation must be discussed in a timely manner. A verifying memo from The Student Disability Center may be required before any accommodation is provided.

The Student Disability Center (SDC) has the authority to verify and confirm the eligibility of students with disabilities for the majority of accommodations. While some accommodations may be provided by other

departments, a student is not automatically eligible for those accommodations unless their disability can be verified and the need for the accommodation confirmed, either through SDC or through acceptable means defined by the particular department. Faculty and staff may consult with the SDC staff whenever there is doubt as to the appropriateness of an accommodative request by a student with a disability.

The goal of SDC is to normalize disability as part of the culture of diversity at Colorado State University. The characteristic of having a disability simply provides the basis of the support that is available to students. The goal is to ensure students with disabilities have the opportunity to be as successful as they have the capability to be.

Support and services are offered to student with functional limitations due to visual, hearing, learning, or mobility disabilities as well as to students who have specific physical or mental health conditions due to epilepsy, diabetes, asthma, AIDS, psychiatric diagnoses, etc. Students who are temporarily disabled are also eligible for support and assistance.

Any student who is enrolled at CSU, and who self-identifies with SDC as having a disability, is eligible for support from SDC. Specific accommodations are determined individually for each student and must be supported by appropriate documentation and/or evaluation of needs consistent with a particular type of disability. SDC reserves the right to ask for any appropriate documentation of disability in order to determine a student's eligibility for accommodations as well as in support for specific accommodative requests. The accommodative process begins once a student meets with an accommodations specialist in the SDC.

COPYRIGHTED COURSE MATERIALS

Please do not share material from this course in online, print, or other media. Course material is the property of the instructor who developed the course. Materials authored by third parties and used in the course are also subject to copyright protections. Posting course materials on external sites (commercial or not) violates both copyright law and the CSU Student Conduct Code. Students who share course content without the instructor's express permission, including with online sites that post materials to sell to other students, could face appropriate disciplinary or legal action.

UNDOCUMENTED STUDENT SUPPORT

Any CSU student who faces challenges or hardships due to their legal status in the United States and believes that it may impact their academic performance in this course is encouraged to visit Student Support Services for Undocumented, DACA & ASSET for resources and support. Additionally, only if you feel comfortable, please notify your professor so they may pass along any additional resources they may possess.

TITLE IX/INTERPERSONAL VIOLENCE

For the full statement regarding role and responsibilities about reporting harassment, sexual harassment, sexual misconduct, domestic violence, dating violence, stalking, and the retaliation policy please go to: Title IX – Sexual Assault, Sexual Violence, Sexual Harassment. If you feel that your rights have been compromised at CSU, several resources are available to assist:
- Student Resolution Center, 200 Lory Student Center, 491-7165
- Office of Equal Opportunity, 101 Student Services, 491-5836

A note about interpersonal violence: If you or someone you know has experienced sexual assault, relationship violence and/or stalking, know that you are not alone. As instructors, we are required by law to notify university officials about disclosures related to interpersonal violence. Confidential victim advocates are available 24 hours a day, 365 days a year to provide support related to the emotional, physical, physiological and legal aftermath of interpersonal violence. Contact the Victim Assistance Team at: 970-492-4242.

RELIGIOUS OBSERVANCES

CSU does not discriminate on the basis of religion. Reasonable accommodation should be made to allow individuals to observe their established religious holidays. Students seeking an exemption from attending class or completing assigned course work for a religious holiday will need to fill out the Religious Accommodation Request Form and turn it in to the Division of Student Affairs, located on the second level of the Administration building.

Once turned in, the Division of Student Affairs will review the request and contact the student accordingly. If approved, the student will receive a memo from the Dean of Students to give to their professor or course instructor.

Students are asked to turn in the request forms as soon as the conflict is noticed. Similarly, unanticipated conflicts requiring a religious observance, such as a death in the family, can also be reviewed.

CSU PRINCIPLES OF COMMUNITY

Inclusion: We create and nurture inclusive environments and welcome, value and affirm all members of our community, including their various identities, skills, ideas, talents and contributions.

Integrity: We are accountable for our actions and will act ethically and honestly in all our interactions.

Respect: We honor the inherent dignity of all people within an environment where we are committed to freedom of expression, critical discourse, and the advancement of knowledge.

Service: We are responsible, individually and collectively, to give of our time, talents, and resources to promote the well-being of each other and the development of our local, regional, and global communities.

Social Justice: We have the right to be treated and the responsibility to treat others with fairness and equity, the duty to challenge prejudice, and to uphold the laws, policies and procedures that promote justice in all respects.

DISCLAIMER

All the information in this course syllabus is subject to change when deemed necessary by the instructor. Students will be notified verbally in class, via postings on the class homepage, or by email if such changes occur.

ECON/LB 235 – Fall 2025 – WEEKLY SCHEDULE

Week	Date		Class	Skill Level		Weekly Topic	Assignment**
1	Tue	26-Aug	1	Basic	*The very basic / essence of working in Excel*	Introduction; Navigating Excel	A1
	Thu	28-Aug	2	Basic		Navigating Excel (cont'd); Cell References & Formulas	A2
2	Tue	2-Sept	3	Basic		Summary Statistics & Research Questions	A3
	Thu	4-Sept	4	Basic		Excel Functions	A4
3	Tue	9-Sept	5	Basic		Logical Functions	A5
	Thu	11-Sept	6	Basic		Household Budget	A6
4	Tue	16-Sept	7	Basic		Practice Project 1	A7
	Thu	18-Sept	8	Basic		**Project 1**	**Project 1**
5	Tue	23-Sept	9	Intermediate	*Extension of Basic; more complex usages, Statistics practice*	More on Functions & Filtering	A9
	Thu	25-Sept	10	Intermediate		Tables from Raw Data	A10
6	Tue	30-Sept	11	Intermediate		Data Setup; Ranges and Tables; Importing Data	A11
	Thu	2-Oct	12	Intermediate		Goal Seek and Data Table	A12
7	Tue	7-Oct	13	Intermediate		Some Statistical Constructs	A13
	Thu	9-Oct	14	Intermediate		Data Cleanup Practices	A14
8	Tue	14-Oct	15	Intermediate		Practice Project 2	A15
	Thu	16-Oct	16	Intermediate		**Project 2**	**Project 2**
9	Tue	21-Oct	17	Advanced	*Analyzing relationships, creating graphs*	Relationship between 2 Variables	A17
	Thu	23-Oct	18	Advanced		Correlation coefficients & trend line	A18
10	Tue	28-Oct	19	Advanced		Forecasting	A19
	Thu	30-Oct	20	Advanced		Summarizing Raw Data; using Pivot Tables	A20
11	Tue	4-Nov	21	Advanced		Summarizing Raw Data; using Pivot Tables	A21
	Thu	6-Nov	22	Advanced		Creating a Dashboard	A22
12	Tue	11-Nov	23	Advanced		Practice Project 3	A23
	Thu	13-Nov	24	Advanced		**Project 3**	**Project 3**
13	Tue	18-Nov	25	Advanced	*Create a Dashboard for a bigger project*	More on Dashboards	A25
	Thu	20-Nov	26	Advanced		More on Dashboards	**Project 4**
14	Tue	25-Nov				Fall Break	
	Thu	27-Nov					
15	Tue	2-Dec	27	Advanced	*Create a Dashboard for a bigger project*	**Project 4** (due no later than Thursday, 12/18, at 5:00pm. NO LATE SUBMISSION ACCEPTED)	**Project 4**
	Thu	4-Dec	28	Advanced			
16	Tue	9-Dec		Class Work Day			
	Thu	11-Dec		Class Work Day			
17	Tue	16-Dec		Final Exam Week			
	Thu	18-Dec		Final Exam Week			