



ECON/LB 235
WORKING WITH DATA
FALL 2020

Instructor

Prof. Steven Shulman

Office: B213 Clark

Hours: by appointment via Zoom

Email: steven.shulman@colostate.edu

Prerequisites

None

Course Goals

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, & managing data;
- Find data made available by the federal government, import it into a spreadsheet, & set it up to make it as easy to work with as possible;
- Use Excel to manage data with features such as sorts & filters, logical & lookup functions, charts, pivot tables & dashboards;
- Describe, analyze & forecast data with simple statistics, correlations, trend lines & regressions;
- Apply best practices for data management & data visualization.

Course Organization

This course is fully online for fall 2020 (please review the [core rules of netiquette](#) for some guidelines on how to behave in an online learning environment). Students will work with Excel in every class. Each week will consist of two hours of video lectures. Students will follow instructions from the lectures to complete the weekly assignments and monthly projects. Due dates for assignments and projects are listed below. Students are encouraged to ask for help whenever they need it. Send the instructor an email with your assignment or project attached. Most problems can be solved over email, but we can also use Zoom if necessary.

Required Textbook

None

Required Software

Excel 2016. Free download at <https://www.acns.colostate.edu/software-downloads/>

Grading

• Assignments, 23 @ 10 points = 230 points	97%-100% A+
• Project 1 = 50 points	90%-96% A
• Project 2 = 75 points	87%-89% B+
• Project 3 = 100 points	80%-86% B
• Project 4 = 150 points	77%-79% C+
Total = 605 points	70%-76% C
	60%-69% D
	<60% F

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

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 me and gotten my approval prior to the deadline.

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 and the 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](#).

Because academic integrity is so central to our educational mission, I will ask that you affirm the CSU Honor Pledge as part of completing your work in this course.

Students with Disabilities

If you are a student who will need accommodations, please contact me to discuss your individual needs. Any accommodation must be discussed at the beginning of the semester & may require verification from [The Student Disability Center](#).

Zoom

Zoom video conferencing will be used for office hours & for help as needed. [Click here](#) for a free Zoom download. Because your privacy is important, you are encouraged to consult the privacy policies for Zoom or for any tools external to Canvas that you use so that you are aware of how your personal information is collected, used and shared.

Religious Observances

Reasonable accommodations will be made to allow individuals to observe their religious holidays. Students who need accommodations for religious observances must contact the instructor at the beginning of the semester.

Copyright Protections

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. 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 disciplinary or legal action.

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.

The [Mission, Vision, and Focus](#) webpage of the Vice President for Diversity includes a comprehensive statement of CSU's commitment to diversity and inclusion.