

## ECON 4630.300 Data Analysis in Economics Lab (Th 5-6p, GAB 330D)

### Instructor Contact

**Name:** Ms. Jiyoung Kwon

**Student Drop-In Hours:**

- (In person at WH 336) MW 1–3 p.m.; Tu 10-11 a.m.; Th 2–3 p.m.; or by appointment.

**Email:** [jiyoung.kwon@unt.edu](mailto:jiyoung.kwon@unt.edu) (Your email subject line must have ECON 4630-300.)

### Course Materials:

- All course announcements, guided Excel files with short explanations, and homework assignments will be posted on Canvas. The lectures are copyrighted.

### Minimum Technology Requirements and Skills:

- **Microsoft Excel for Office 365 for Windows:**
  - Free Microsoft© Office 365 is available to currently enrolled UNT students. (<https://it.unt.edu/installoffice365>)
  - *I teach this course using Microsoft Excel 365 for Windows, but the content should also apply to Excel 2007, 2010, and 2013 for Windows. Material learned in this course may not apply to Excel for Mac.*
- Working knowledge of Canvas [Canvas Technical Requirements](https://digitalstrategy.unt.edu/clear/approved_and_supported_technologies/canvas.html) ([https://digitalstrategy.unt.edu/clear/approved\\_and\\_supported\\_technologies/canvas.html](https://digitalstrategy.unt.edu/clear/approved_and_supported_technologies/canvas.html))

### Course Description

Students in Economics 4630 are required to register for and attend 1-hour lab sessions. This lab session is designed to introduce you to the statistical aspects of Microsoft Excel. Excel is a spreadsheet used for organizing data in columns and rows. It offers a wide range of statistical functions and graphs and so is an alternative to specific statistical software.

In this lab session, you will learn a series of Excel tips and tricks that will help you be more productive in building Excel spreadsheets. You will learn how to use an Excel application that will allow you to research statistical questions. This session assumes that you have a basic understanding of Excel.

### Course Objectives

By the end of this course, students will be able to:

1. Demonstrate the ability to use a series of MS Excel tips and tricks for organizing data more efficiently.
2. Perform data management and introductory regression analysis by using MS Excel.
3. Demonstrate the ability to communicate a central idea effectively.
4. Demonstrate the ability to develop content at an advanced level using a combination of effective supporting materials.
5. Develop MS Excel skills necessary for further education and entering the workforce.

## Course Structure

1. Instruction Mode for this class is Face to Face. Students must attend a weekly meeting in person on campus.
2. Before attending each lecture, you should download and preview the week's file. I will demonstrate how to use MS Excel functions and formulas during lectures. The weekly homework assignments are designed to follow each lecture.
3. Schedule for Lectures (subject to change):

Class Week	Topics
Week 1	Introduction & Basic Excel (Entering Data, Copying, and Pasting)
Week 2	Basic Excel (Formats, Formulas, Functions, Find and Replace)
Week 3	Basic Excel (Relative and Absolute References, Naming Ranges)
Week 4	Basic Excel (VLOOKUP, If statements, Array Functions)
Week 5	Excel Add-Ins, Descriptive Statistics, Histogram
Week 6	More Complex Formulas (Present Value, Loan Payments; Goal Seek)
Week 7	Organizing Worksheet Data (Sampling, Filtering, Pivot Table)
Week 8	Organizing Worksheet Data (Charting Data)
Week 9	Working with External Data (Importing and Exporting)
Week 10	Data Management
Week 11	Probability
Week 12	Intro to Linear Regression
Week 13	Regression Applications
Week 14	Regression Applications
Week 15	Regression Applications
<b>Week 16</b>	<b>No Lab Meeting (No Final Exam)</b>

## Course Requirements and Grading

**Your lab grade constitutes 15% of your final grade in Econ 4630. This grade is determined by two components: Assignments (60%) and Participation (40%)**

### 1. Homework assignments (60%):

- a. Homework assignments will be posted on Canvas. You must submit your answers correctly through Canvas by attaching the required file. Submitting an incorrect file will result in a zero for that assignment.
- b. Due dates and point values will be marked for each assignment. **Late submissions will NOT be accepted.**
- c. Technical difficulties are not an acceptable excuse for a missed deadline. To avoid issues, you should **attempt to submit your work at least 24 hours before the deadline**. This gives you sufficient time to resolve any problems. Please do not email your file unless you are certain your submission was unsuccessful.
- d. While discussing general concepts with classmates is allowed, all work submitted must be your own. Copying or sharing answers is considered cheating and will be handled according to university policy.

### 2. Attendance and Participation (40%):

- a. Lab attendance is mandatory. Attendance will be checked at the beginning of each session. If you arrive late, you must speak with me at the end of the session to get your mark adjusted from absent to late. Failure to do so will result in an unexcused absence for the day.

- b. The use of lab computers and personal devices (e.g., cell phones, tablets) during class is strictly for engaging with course material and following the instructor's demonstrations. Any use of these devices for personal, non-course-related activities is prohibited. Any student caught violating this policy will lose their attendance point for the day.
- c. If you miss a class, you are responsible for obtaining any missed material or announcements from a classmate.

### **Technical Help**

Contact the Help Desk if you have any problems using Canvas.

Email: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) Phone: 940-565-2324

Visit the website for additional information and hours of operation: <https://it.unt.edu/helpdesk>

**Please read the following UNT policies that apply to all courses at UNT.**

### **Copyrights**

Class lectures are protected by state common law and federal copyrights. They are the original expression of the Instructor and may be recorded at the same time as delivered in order to secure protection. Whereas, you are authorized to take notes in class thereby creating a derivative of the lecture, the authorization extends only to making one set of notes for your PERSONAL USE. You are not authorized to record lectures or to make commercial use of them without the Instructor's prior express written permission.

### **Disability Accommodation**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the ODA website at <https://studentaffairs.unt.edu/office-disability-access/index.html>. You may also contact ODA by phone at (940) 565-4323.

The Economics Department cooperates with the Office of Disability Access (ODA) to make reasonable accommodations for qualified students with disabilities. If you have not registered with ODA, we encourage you to do so. Please present your written accommodation request during the first two weeks of the semester if possible.

### **AI Use**

The "unauthorized" use of any person or technology that assists in a student's assignment, project, or paper is considered cheating under the UNT Student Academic Integrity Policy (UNT Policy 6.003).

Unless a professor or instructor gives explicit "authorization," AI cannot be used to complete assignments, projects, or papers. Doing so will result in a "cheating" violation.

### **Academic Integrity Policy**

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. The UNT Department of Economics adheres to the University's Policy on Cheating and Plagiarism. To view the complete Student Academic Integrity policy, go to <https://policy.unt.edu/policy/06-003>.

**Individuals engaging in activities that may be construed as cheating or plagiarizing should be prepared for the consequences; one consequence is to receive an "F" for the course. Please see below for further information on and explanation of cheating and plagiarism.**

### **Prohibition of Discrimination, Harassment, and Retaliation**

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

### **Classroom Conduct: Acceptable Student Behavior**

Student behavior that interferes with the Instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the Instructor may refer the student to the appropriate University office. The university's expectations for student conduct apply to all instructional forums, including university and electronic classrooms, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <https://policy.unt.edu/policy/07-012>. See section IX for a list of the Categories of Misconduct and section X for a list of the Sanctions for Misconduct.

### **Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off

campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or 940-565-2759.

### **Student Affairs and Dean of Students Office**

For a comprehensive list of all of the services available to UNT students, please visit the Division of Students Affairs website at <https://studentaffairs.unt.edu/departments/>. Access to student-related policies, information, and services can be found at <https://studentaffairs.unt.edu/dean-of-students/index.html>. The Dean of Students is part of the Division of Student Affairs. The Dean of Students office provides a wide range of services and information for students such as Academic Rights, Gowns for Grads, and Student Legal Services.