

AGEC 202: Spreadsheet Use in Agricultural Business
Department of Agricultural Economics
Spring 2019

Tuesdays, 9:30am – 11:20am (Section 1); 11:30am – 1:20pm (Section 2)
Wednesdays, 9:30am – 11:20am (Section 3)

Classroom: Stanley Coulter Hall 231
Instructor: Nathan DeLay
Office: Krannert 743
Contact: ndelay@purdue.edu
Office Hours: Mondays 1:00pm – 4:00pm

Course Description:

This course covers intermediate/advanced spreadsheet operations. It is designed to provide you with a fundamental skillset that you will consistently reinforce over your tenure here at Purdue and beyond. Upon completion of the course, you should be comfortable using financial, statistical, and logical spreadsheet functions and a wide variety of other spreadsheet capabilities.

Textbook and Materials:

There is no required text for this class. There are plenty of useful resources online, including www.trainingconnection.com/resources/excel.php, which offers tutorials on a wide variety of Excel topics and <https://exceljet.net/formulas>, a database of Excel functions, among many other websites accessible for free. Your best bet is to search Google or YouTube. Most materials, including assignments and other helpful resources, will be made available through the course Blackboard page.

Software:

We will use Microsoft Excel 2016 for all assignments, quizzes, and tests in this class. Please refrain from using any other spreadsheet software as the functions and performance are different. Any work not done in Excel will not be graded. Microsoft Excel 2016 is accessible on all Purdue computers and you can download Excel on your personal computer by using your Purdue account information. All in-class demos and assignments will be done on the lab computers. Feel free to use your own laptop if you are more comfortable, as long as you are still able to access Blackboard, email, OneDrive, and/or a flash drive on your device. Please be aware that the user interface is a bit different on a Mac and some of the more advanced tools we will use may not be available. You are still welcome to use a Mac if you have one, but keep in mind that some tools or functions may be slightly different.

Attendance:

Attendance in class is not mandatory but is very highly recommended. Given there are an assortment of in-class assignments, quizzes, and tests, there will be no make-ups granted if you miss class for non-critical reasons. If you are ill or have a personal/family emergency, you must show documentation to that effect, and notify your instructor in advance if possible. If you have a job interview, class trip, special event, etc., please notify your instructor in writing as soon as possible prior to your absence, and I will make every attempt to accommodate any excused absence.

Communication:

The best way to contact me is via email. You are responsible for regularly checking your Purdue email as any communication from me will be communicated via Blackboard announcements and corresponding email notifications. If you are unable to come during my regularly scheduled office hours, please email me to set up a different time to meet. You are welcome to bring your personal laptop to office hours or bring your work on a flash drive, but please keep in mind that if we are not used to your computer, it may slow down the process.

Grading Policy:

There will be 925 points possible, broken down into the following four categories:

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|------------------------------------|--------------------|
| Written/In-class Assignments (10): | 300 points (32.5%) |
| Quizzes (5): | 125 points (13.5%) |
| In-class Exams (2): | 300 points (32.5%) |
| Final Exam: | 200 points (21.5%) |

The grade cutoffs are as follows:

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|----|-----|----|-----|----|-----|----|------|
| A | 92% | B+ | 88% | C+ | 79% | D+ | 70% |
| A- | 90% | B | 85% | C | 76% | D | 67% |
| | | B- | 82% | C- | 73% | D- | 65% |
| | | | | | | F | <65% |

Grades will be posted via the class Blackboard page. If you feel there is an error made in your score or any grading, please come talk to me as soon as possible. After the score has been made available for 2 weeks, I will no longer accept any requests for corrections. There will be no extra credit opportunities. On all submissions, you must include a header that includes your name, date of submission, AGEC 202 Section #, and Assignment/Quiz/Test #.

Homework Assignments:

You will have 12 assignments throughout the course of the semester, each worth 30 points. Assignments are typically due one week after the class meets (i.e. Tuesdays for Sections 1 and 2 and Wednesdays for Section 3). Your two lowest scores will be dropped, so only 10 will count towards your final grade. Assignments turned in up to one week late will be graded for half credit. No homework submitted more than one week late will be accepted unless pre-approved by your instructor. Exceptions will be considered on a case-by-case basis. Everyone is expected to submit their own work via Blackboard. Working together in small groups is fine, but everyone must submit their own assignment. Copying, loaning, or sharing files between individuals is strictly prohibited.

Quizzes:

There will be 6 in-class quizzes, each worth 25 points. Your lowest quiz score will be dropped, so only 5 will count towards your final grade.

Exams:

There will be two in-class exams and a final exam, listed in the course schedule below. All exams are cumulative, so expect to retain all of the skills you have learned throughout the course. You will find that the tools and skills we learn later in the semester require knowledge of the material covered on the first exam, so in that sense, you will be continuously reinforcing these skills throughout the semester. Any student above a 95% overall grade at the time of the final exam will be granted an exemption from taking the final and receive the grade they have at that time.

Campus Emergencies:

In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor's control. Relevant changes to this course will be posted on the course Blackboard page or can be obtained by contacting the instructors via email. To report an emergency, call 911. To obtain updates regarding an ongoing emergency, sign up for Purdue Alert text messages, at www.purdue.edu/ea. There are nearly 300 Emergency Telephones outdoors across campus and in parking garages that connect directly to the PUPD. If you feel threatened or need help, push the button and you will be connected immediately. If we hear a fire alarm during class, we will immediately suspend class, exit the building, and proceed outdoors. Do not use the elevator. If we are notified during class of a Shelter in Place requirement for a tornado warning, we will suspend class and shelter in the basement. If we are notified during class of a Shelter in Place requirement for a hazardous materials release, or a civil disturbance, including a shooting or other use of weapons, we will suspend class and shelter in the classroom, shutting the door and turning off the lights. Please review the Emergency Preparedness website for additional information at http://www.purdue.edu/ehps/emergency_preparedness/index.html.

Academic Dishonesty:

University policy on academic dishonesty is clear: academic dishonesty in any form is strictly prohibited. Anyone found to be cheating or helping someone else cheat will be referred directly to the Dean of Students for disciplinary action. Penalties are severe and may include dismissal from the University. The risks associated with cheating far outweigh the perceived benefits. Academic dishonesty includes citing someone else's work as your own, using cheat sheets, or sharing your answers with someone else. If you are unsure whether your planned action constitutes academic dishonesty, seek clarification from your instructor. Details of the Purdue University academic integrity policies can be found at http://www.purdue.edu/purdue/about/integrity_statement.html.

Special Needs:

If you have a disability that requires academic adjustments, please make an appointment to meet with your instructor during the first week of classes to discuss your needs. University policy requires that all students with disabilities be registered with the Disability Resource Center in Young Hall (765-494-1247) before classroom accommodations can be provided. Accommodations will be made based on documentation from the Purdue University Disability Resource Center.

Nondiscrimination:

Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life. Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. Any student who believes they have been discriminated against may visit www.purdue.edu/report-hate to submit a complaint to the Office of Institutional Equity. Information may be reported anonymously.

Course Schedule:

The course schedule is subject to change, and you will be informed of any changes ahead of time.

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|-------------------|--------------------------------|---|
| Jan. 8/9 | Class #1 | Introduction & review formatting and spreadsheet basics |
| Jan. 15/16 | Class #2 | Creating and copying formulas, using common built-in functions Assignment #1 due |
| Jan. 22/23 | Class #3 | Financial functions, APR, “Excel-speak” for finance Assignment #2 due <i>Quiz #1</i> |
| Jan. 29/30 | Class #4 | Charts & drawing tools Assignment #3 due <i>Quiz #2</i> |
| Feb. 5/6 | Class #5 | Names, Date, Time and Text functions Assignment #4 due <i>Assignment #5 (in class)</i> |
| Feb. 12/13 | Exam #1 | In class exam covers Assignments 1-5 & Quizzes 1-2 |
| Feb. 19/20 | Class #6 | Tables (data lists, databases) |
| Feb. 26/27 | Class #7 | Databases cont. Assignment #6 due <i>Quiz #3</i> |
| Mar. 5/6 | Class #8 | Sub-totals & pivot tables Assignment #7 due <i>Quiz #4</i> |
| Mar. 11-16 | Spring Break – no class | |
| Mar. 19/20 | Class #9 | Statistics Assignment #8 due <i>Assignment #9 (in class)</i> |
| Mar. 26/27 | Exam #2 | In class exam covers Assignments 6-9, Quizzes 3-4 <i>May also cover some material from the first exam</i> |
| Apr. 2/3 | Class #10 | Goal Seek & Data Tables (one and two variable) |
| Apr. 9/10 | Class #11 | Scenario Manager Assignment #10 due <i>Quiz #5</i> |
| Apr. 16/17 | Class #12 | Final exam review Assignment #11 due Start Assignment #12 (Review) In Class – Due Friday Apr. 19th <i>Quiz #6</i> |
| Apr. 23/24 | Final Exam | In class exam covers all semester material with emphasis on Assignments 10-12, Quizzes 5-6 |