Public Policy 647 & 648
Data Analysis with Excel
Fall 2015 Preliminary Syllabus

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4223 Weill Hall, 615-1496
Office Hours: Mondays & Thursdays 12:30-2:00 pm

This course will provide students with a practical hands-on introduction to data analysis using Microsoft Excel. Given the widespread usage of Microsoft Excel in the workplace, the aim of the course is to enable students to become proficient in the professional use of the software application. Topics will include: data collection and management, data tables, scenario analysis, optimization using the solver tool, graphical and numerical techniques for summarizing data, and macros. No previous experience with Microsoft Excel is required.

Readings

Reading selections will be made available on the Canvas site for the course.

Assignments and Grading

Your grade for this course will be determined by the following:

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<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tr>
<td>Problem sets</td>
<td>60%</td>
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<tr>
<td>Final Project</td>
<td>25%</td>
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<tr>
<td>Class Presentation</td>
<td>15%</td>
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You will learn the material best when you use it. Problem sets will thus be assigned on a regular basis, accounting for 60% of the course grade. The final project, for which you will give a class presentation, will reflect cumulative knowledge of the course material.

Academic Integrity

It is expected that students are familiar with the Ford School’s polices for academic integrity as described in the Program Handbook for the MPP/MPA programs, which adhere to the academic integrity policies for Rackham Graduate School. Violations of this policy will be taken seriously.
Students with special needs

If you believe you need an accommodation for a disability, please let me know at your earliest convenience. Some aspects of this course may be modified to facilitate your participation and progress. As soon as you make me aware of your needs, we can work with the Office of Services for Students with Disabilities to help us determine appropriate accommodations. I will treat any information you provide as private and confidential.
September 11: Introduction and Organizing Data

September 18: Performing Calculations, Visualizing and Presenting Data

September 25: Descriptive Statistics

October 2: Tests of Statistical Significance

October 9: Contingency Tables and Analysis of Variance

October 16: Correlation and Linear Regression

October 23: Multiple Regression and Categorical Independent Variables

October 30: Regression with Binary Dependent Variables / Solver Tool

November 6: Scenario and Goal Seek

November 13: Simulation and Forecasting

November 20: Macros

November 27: Thanksgiving Break

December 4: Final Project Presentations

December 11: Final Project Presentations