

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

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Office Hours: Mondays 12:30–2:00, Thursdays 10:30–12:00, or by appointment

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. You can log into Canvas at <http://canvas.umich.edu> with your usual university credentials.

Assignments and Grading

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

Problem sets	60%
Final Project	25%
Class Presentation	15%

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. Problem sets will be submitted as electronic files to the course website on Canvas.

The final project will be a research paper on a topic of your choice, and you will present the results in a class presentation. The project is intended for you to utilize the data analysis tools learned in this course. Details will be provided in an assignment sheet during the early part of the semester. A proposal for this project is due on October 23, and a progress report is expected on November 13.

Academic Integrity

It is expected that students are familiar with the Ford School's policies 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

- Assignment 1 posted.

October 2: Tests of Statistical Significance

- Assignment 1 due.

October 9: Contingency Tables and Analysis of Variance

- Assignment 2 posted.

October 16: Correlation and Linear Regression

- Assignment 2 due.
- Assignment 3 posted.

October 23: Multiple Regression and Categorical Independent Variables

- Submit proposal for final paper/project.

October 30: Regression with Binary Dependent Variables / Solver Tool

- Assignment 3 due.

November 6: Scenario and Goal Seek

- Final paper progress report.
- Assignment 4 posted.

November 13: Simulation and Forecasting

- Final paper progress report.

November 20: Macros

- Problem set 4 due.

November 27: Thanksgiving Break

December 4: Final Project Presentations

December 11: Final Project Presentations