

AGEC 311: Spreadsheet Analysis in Agribusiness Syllabus, Fall 2021

University of Tennessee at Martin

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Class Time: Mondays, Wednesdays, and Fridays, 10:00-10:50 a.m., Brehm Hall 233
Office Hours: Tuesdays and Thursdays, 2:00-4:00 p.m. (see below), or by appointment
Credits: 3.0
Prerequisites: AGECE 110 or AGECE 110

Course Description:

Use of computer spreadsheets to analyze complex and unique problems facing the agricultural firm. Specific emphasis on financial, statistical, and logical spreadsheet functions will be addressed. Topics include basic programming, building data tables, simulation, and data organization and communication.

Course Objectives and Learning Outcomes:

An overwhelming majority of businesses use Excel to drive their basic, daily business operations. This course will help students gain familiarity with data entry and analysis as well as spreadsheet terminology, formulas, specialized and statistical functions, formatting data for presentation, what-if analysis, graphs, charts, reports, tables, and printing. This is a hands-on course where students will learn to use tools available in Microsoft Excel. Microsoft Excel is a spreadsheet program in which data is entered into rows and columns and used in calculations, graphs, and statistical analysis. Excel is used to store, organize, and manipulate data, create charts, and sort and filter data. Functions and formulas, the basis and power of Excel, are created using entered data. Content from external data sources can also be integrated with Excel workbooks. Upon successful completion of this course, students will be able to:

- organize and create an effective worksheet and workbook with formulas and functions;
- create and modify charts;
- sort and filter data;
- apply conditional formatting;
- create and modify PivotTables and PivotCharts;
- use What-If Analysis with data tables, Goal Seek, Scenario Manager, and Solver;
- use advanced statistical functions;
- manipulate multiple-sheet workbooks;
- import data;
- collaborate on and distribute workbooks;
- create and use templates; and
- create and run macros.

We will emphasize practical applications of the techniques covered, since becoming proficient in spreadsheet analysis requires “learning by doing” and repetitively practicing these skills until they become a vital asset in your analytical skill set.

Course Design:

Barring any changes at the State or University level, this course will be taught primarily in person on campus. However, UTM is participating in a hands-on international study abroad program in Siena, Italy in Fall 2021. The instructor will participate on site between September 15 and October 17, and some content during that portion of the course will be delivered online. More information about that will be provided as the time approaches.

Required Materials:

Text: *Exploring Microsoft Excel 2019 Comprehensive*. Mary Ann Poatsy, Mulbery Davidson, and Robert T. Grauer. Pearson, 2020.

Additional Readings:

Any other literature distributed throughout the semester is considered required unless otherwise stated by the instructor.

Course Resources:

This course will be taught in a computer lab and will require students to have access to a computer with some internet capabilities. Homework will be assigned through Canvas, and assignments and exams will require access to an up-to-date version of Microsoft Excel.

Assessments:

Assignments, Quizzes, and Participation: Assignments will be assigned and submitted through Canvas. Deadlines will be at the beginning of class on the due date (i.e., homework should be completed prior to class time on the due date). Late work will not be accepted in this course. Homework deadlines will be available in the calendar in Canvas. Please take care to properly organize and format any homework to be turned in for a grade. If the instructor is unable to understand the work you have turned in due to poor organization and formatting then you will lose credit.

There may be quizzes in this course. To receive credit for these, students will need to be present in class. Attendance is mandatory. Quizzes will be completed during class time, and they may be announced or unannounced. Make-up quizzes will not be offered in this class. Generally, grades are strongly correlated with attendance and participation. To encourage student turnout and comprehension, participation will be a significant component of the Assignments, Quizzes, and Participation grade, which is in turn the largest single component of the course grade. Regardless of whether students attend class or complete assignments and quizzes, students are responsible for learning the material covered in class, in the assigned readings, and on missed assignments and quizzes. There may also be additional assignments distributed or discussed in class.

Exams: There will be four exams in this course. The exams will include true/false, multiple-choice, short-answer, and problem-solving questions with live data. The nature of the material covered in this course is such that concepts build upon each other and material often is repeated throughout the term. To ensure student success in this course, it is essential that students keep up with the material. Make-up exams will NOT be given in this course. Please see the instructor **at least one week prior to a scheduled exam** if you foresee a conflict requiring special accommodations.

- ***Possession (or use) of someone else's exam will result in a failing grade for the exam and the course.***

Exam Dates (subject to change):

Exam 1	Friday, September 17
Exam 2	Friday, October 15
Exam 3	Wednesday, November 10
Exam 4	Friday, December 3

Grading Policy:

Assignments, Quizzes, and Participation	30%
Exams	70%

Course grades will be determined using the following scale:

A	90–100%
B	80–89.99%
C	70–79.99%
D	60–69.99%
F	0–59.99%

Scores will be updated in Canvas on a regular basis.

Contacting the Instructor:

Students are encouraged to ask questions in class. This is important as students often have similar questions and addressing them in class is the most efficient option for everyone. Students may also ask questions during office hours and by email. **If you send an email, please include “AGEC 311” in the subject line.** The instructor will usually answer all emails within one business day (unless I am away from the office). You should try to complete all assignments well in advance of deadlines in case you have questions. The instructor cannot guarantee availability to answer questions shortly before deadlines.

Attendance Policy & Classroom Expectations:

Be Prepared: Students are expected to attend all classes and are responsible for all announcements made in class, whether present or not. Participation is included in the course grade, so skipping class (or playing smartphone Tetris during lectures) is usually a suboptimal decision. Students are expected to complete all assigned readings prior to the class period.

Referring to course materials (lectures, videos, and any assigned readings) will give students a better understanding of the course content and make for more active and meaningful classroom discussions. Class participation and discussion enhances student learning.

Be Professional: Each student is expected to be a positive member of and contributor to the class. Students are expected to be courteous and participate in a manner that facilitates a positive learning environment for everyone. Mutual respect and collaborative effort are essential. Students who cannot adhere to a policy of mutual respect will be asked to leave the classroom. Regarding professional communication, emails (and written class discussions/communications) should *never* include text-like abbreviations or slang (for example, “LOL”). It is beneficial for you as a student to practice formal communication to better prepare for a professional career. An email should include a salutation or greeting, a body with proper and appropriate grammar, and a signature. Please practice formal communication with other students and certainly with all of your UTM professors!

Be Honest: In addition to the University policies outlined below, I include a comment on honesty. Cheating will not be tolerated in this course. This includes acquiring answers, using “cheat sheets,” cell/smart phones, or providing answers to others during examinations or assigned work, unless otherwise specified by the instructor. Presenting work or ideas of another individual without giving credit and proper documentation is plagiarism. According to Richard L. Saunders from the UTM Paul Meek Library, “Plagiarism is using others’ ideas or words without clearly acknowledging the source. Boiled down, plagiarism means passing off someone else’s work or ideas as your own, whether or not the source is identified. Copying all or part of a Website, document, or presenting an image without a correct citation, constitutes plagiarism.” Consult the following Website if you have questions about plagiarism: <http://www.utm.edu/departments/library/tutorials/plagiarism/>. Cheating or plagiarism is a serious offense. If you are caught cheating in any form you will receive an automatic failing grade for the course and the case will be referred to the Office of Student Conduct.

Technology: You are adults. Act like it. I do not have a strict policy on smartphones in class. That said, students should refrain from cell phone use and texting during class time. I recognize that circumstances may arise requiring students to have access to communication devices. *If cell phones become a distraction, the instructor may revise his lenient policy.* Computers will be used in class for assignments and notetaking, but not for social media or general web browsing during class time. On exam days, cell phones should not be present (inside pockets or zipped into backpacks is fine). Any violation of this rule may result in a zero on the exam or further disciplinary action, if necessary. Changes in classroom policies, deadlines, or the course schedule will be announced in class. Any changes made between class meetings will be sent via email or posted as announcements in Canvas.

Instructor Responsibilities:

The instructor agrees to be prepared, professional, respectful, honest, and fair. It is the instructor’s responsibility to ensure that students have the opportunity to gain a clear understanding of the course material and to be fair and consistent in grading. The instructor agrees to be available for additional help and to be conscious of the learning pace of the class

(and adapt the pace as necessary). I am here to help you! Please do not hesitate to contact me if you need extra assistance.

Office Hours:

Office hours will be conducted either virtually or walking on the Quad, weather permitting. The instructor will begin in front of Brehm Hall at the beginning of office hours and conduct clockwise circuits for the first hour of office hours each day, then return to his office to conduct the remainder of office hours via Zoom. The instructor will also be available by appointment.

COVID-19 Precautions:

This class will adhere to any State and University policies regarding COVID-19 precautions. For example, any University mask policy in effect will be observed in this classroom by students, faculty, and guests. Failure to adhere to this policy will result in removal from the classroom and a referral to the Office of Student Conduct, similar to any other class disruption. Regarding quarantine and coronavirus-related absences, students are responsible for making up all assignments within a reasonable timeframe. Illnesses will follow the normal procedures (doctor's notes, etc.). To ensure you are able to earn all the credit for missed assignments, **keep the instructor informed.**

Disclaimer:

This syllabus may be adjusted during the semester at the instructor's discretion.

University Policies & Resources

Academic Integrity: The University of Tennessee at Martin has chosen as its primary objective quality undergraduate education. Commitment to this objective must include an obligation by all members of the University community to promote and protect the highest standards of integrity in study, research, instruction and evaluation. Dishonesty or unethical behavior does not belong at an institution dedicated to the promotion of knowledge and learning. Integrity of the academic process requires fair and impartial evaluation by faculty and honest academic conduct by students. Specific integrity attributes can be found at:

http://www.utm.edu/departments/conduct/new_academic_integrity.php.

Standard of Conduct: When persons enroll in the University of Tennessee at Martin, they retain the rights and duties of a citizen. Additionally, they must assume the duties and observe the regulations imposed by the University community. Specific conduct attributes can be found at: <http://www.utm.edu/departments/conduct/conduct.php>.

Disability Services: The University of Tennessee provides reasonable accommodations (academic adjustments and auxiliary aids) to ensure equal access to educational content and university programs for students with disabilities. If you have a disability that may require assistance or accommodation, or if you have questions related to any accommodations for testing, notetaking, reading, etc., please speak with the instructor as soon as possible. Students who are eligible for and who request accommodations through the Office of Disability Services must provide instructors with a **letter of accommodation** (sent directly from the Student Success Center). If you need a letter of accommodation for the semester or if you think you may have a learning disability, contact the Office of Disability Services located in the Student Success Center, 203 Clement Hall, (731) 881-7605 (<https://www.utm.edu/departments/disabilities/>).

Emergency Alerts: Though the probability of incurring a campus emergency is minimal, students are encouraged to familiarize themselves with various emergency alerts and evacuation procedures in case of emergency. University alerts and guidelines are available at:

<https://www.utm.edu/alerts/> (Emergency Response Plan at https://www.utm.edu/_pdfs/Emergency%20Response%20Plan%20-%20Revised%20Dec%202016%20-%20MEDIA%20Version.pdf).

Non-Discrimination Statement: The University of Tennessee at Martin is an equal employment opportunity institution and does not discriminate based upon race, color, or national origin. The University's Office of Equity and Diversity has adopted a policy and procedures to provide students and employees, who feel that they have experienced discrimination but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal complaint, the opportunity to discuss their concerns confidentially and informally with the Equity and Diversity Officer/Title VI Coordinator for prompt and equitable resolution of discrimination complaints.

All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the University of Tennessee at Martin affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the university. Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), the ADA (disability), the Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity, 544 University Street, #303, Martin, TN 38238, telephone 731-881-3505. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity (<https://www.utm.edu/departments/equalopp/>).

Useful Resources:

The **Hortense Parrish Writing Center** (<http://www.utm.edu/departments/writingcenter/>) offers free, non-credit, tutorial instruction to UTM students who need help with any stage of the writing process, including brainstorming, outlining, organization, drafting, revision, research, creative writing, source citation, and grammar. Walk-in and virtual tutoring appointments (via Zoom) are available, so feel free to stop by their office located at 209 Andy Holt Humanities Building, or send them a virtual-tutoring appointment request (owl@utm.edu). Questions can be sent to the same email address or you can call (731) 881-7277.

The Paul Meek Library (<https://www.utm.edu/departments/library/information/>) is an excellent resource for students with skilled staff available to help students find what they need.

In addition to your department faculty advisor, the University offers Student Support Resources (https://www.utm.edu/departments/ecos/student_support.php), including help and information on registration, fees, financial aid, and student health and counseling services. You are welcome to talk with your faculty advisor or any instructor regarding issues you may be facing.

Lauren's Promise: I will listen and believe you if someone is threatening you.

Lauren McCluskey, a 21-year-old honors student athlete and the daughter of my PhD committee chair, was murdered on Oct. 22, 2018, by a man she briefly dated on the University of Utah campus. We must all take action to ensure that this never happens again.

If you are in immediate danger, call **911** or the appropriate emergency services number for your area.

If you are experiencing sexual assault, domestic violence, and/or stalking, please report it to me and I will connect you to resources or call the Tennessee Domestic Violence Hotline at (800) 356-6767, WRAP (Women's/Men's Resource and Rape Assistance Program) at (800) 273-8712, or Pathways Crisis Hotline (800) 372-0693.

Any form of sexual harassment or violence will not be tolerated at the University of Tennessee at Martin. UTM has instituted procedures to respond to violations of these laws and standards, programs aimed at the prevention of such conduct, and intervention on behalf of the victims.***

UTM police officers will treat victims of sexual assault, domestic violence, and stalking with respect and dignity. Confidentiality is of the utmost importance and UTM police will assist by providing resources to victims. In addition to its law enforcement efforts regarding sexual assault, domestic violence, and stalking, UTM police refer victims to the appropriate university and/or local community counseling and other resources devoted to assisting victims.

Advocates help survivors determine their own needs in regards to their physical and emotional health, reporting options, and academic concerns. They connect survivors to campus and community services, and provide accompaniment to important appointments (court, hospital, and police) and support throughout the process. UTM police can also connect you with advocacy services, if desired. The local advocacy group is the [Victim Assistance and Advocacy Project](#).

Other confidential resources include UTM [Student Health and Counseling Services](#). Information shared with UTM counselors will not be provided to UTM police without expressed permission from you. If you are an online student and cannot arrange counseling services at the UTM campus, I would be happy to help you gain access to similar services in your area.

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Tentative Course Schedule, Fall 2021

Section I

- Introduction to Excel (Chapter 1)
- Formulas and Functions (Chapter 2)
- Charts (Chapter 3)

Exam #1

Section II

- Datasets and Tables (Chapter 4)
- Subtotals, PivotTables, and PivotCharts (Chapter 5)
- What-If Analysis (Chapter 6)

Exam #2

Section III

- Specialized Functions (Chapter 7)
- Statistical Functions (Chapter 8)
- Multiple-Sheet Workbook Management (Chapter 9)

Exam #3

Section IV

- Power Add-Ins (Chapter 10)
- Additional Specialized Functions (Chapter 11)
- Templates, Workbook Inspection, and Macros (Chapter 12)

Exam #4