



A A E 375 section 003 Syllabus Special Topics

COURSE INFORMATION

Special Topics

A A E 375 003(4.0Credits)

Fall 2018-2019 [1192]

Description

Special topics on contemporary issues relevant to agricultural and applied economics. Enroll Info: None

Prerequisite(s)

None

Instruction Mode

Online Only

Department: AGRICULTURAL AND APPLIED ECON

College: Agriculture and Life Sciences

Canvas Course URL

<https://canvas.wisc.edu/>



2018-2019 Fall [1192]

Term Start Date: Wednesday, 5-Sep-2018 **Term End Date:** Wednesday, 2-Jan-2019

Location and Schedule:

CRN: 108000347

How the Credit Hours are Met

For this semester this is a 2 credit course. Each student will engage in 45 hours per credit of learning activities for the semester

INSTRUCTORS AND TEACHING ASSISTANTS

Instructor



Brian GOULD

BWGOULD@WISC.EDU

Instructor Availability

My office hours will be held on Mondays from 9:00 – 11:00 am and on Thursdays from 5:30 – 6:30 pm. I will be available in-person **and** online on Mondays and **online only** during the Thursday session. Online access can be obtained by using the following web-conferencing [URL](#). These sessions will provide an opportunity for you to ask questions and to interact with others enrolled in the course. The following is the location of my office and my office phone number:

Office location: Room 421, Henry Taylor Hall

Office Phone: 263-3212

GRADING AND COURSE MATERIALS

Course Learning Outcomes (CLOs)

- 1 Mastering the basic functionality of spreadsheets
[S5746]

- 2 Learning how to create data based graphical analyses
[S5747]

- 3 Be comfortable with the use of advanced features such as the use of Tables and Pivot Tables and functions such as VLOOKUP, MATCH, INDEX, etc.
[S5748]

- 4 Using EXCEL embedded analytical tools such as those contained in the What-If Analysis group
[S5749]

- 5 Ability to undertake some basic data management activities via the use of EXCEL's Pivot-Tables
[S5750]

- 6 Be successful in converting descriptions of economic, business, agronomic and other discipline specific case studies to functional spreadsheet models
[S5751]

Grading

Your grade will be determined by your reviewing the assigned videos, which we can monitor, and by the completion of spreadsheet oriented assignments. The following Table provides a summary of the evaluation system I will use. So that everyone proceeds at approximately at the same pace, I will release the course assignments at approximately three week intervals. All assignments should be submitted to assignment DropBoxes located within the Learn@UW website, usually by 11:59 pm of the due date. Given the amount of time given for assignment completion (i.e., 1 assignment due every 2 weeks), I have a policy of **No Late Assignments** being accepted. Refer to the general course syllbus for more detail.

How Your Grade

i

Discussion Sessions

There s no formal discussion section for this course.

Required Textbook, Software, & Other Course Materials

The textbook we will use for this class is, Curtis Frye, 2015, **Microsoft Excel 2016 Step by Step** (ISBN: 9780735697485), Microsoft Press, Redmond, Washington.

This text or its e-version can be purchased directly from Microsoft or major publishing firms/services. The text citations shown below in the detailed course listing was obtained from the e-version purchased from Pearson publishers.

EXAMS, QUIZZES, PAPERS & OTHER MAJOR GRADED WORK

Homework & Other Assignments

Your grade will be determined by your reviewing the assigned videos, which we can monitor, and by the completion of spreadsheet oriented assignments. The following Table provides a summary of the evaluation system I will use.

So that everyone proceeds at approximately at the same pace, I will release the course assignments at approximately three week intervals.

All assignments should be submitted to assignment DropBoxes located within the Learn@UW website, usually by 11:59 pm of the due date. Given the

amount of time given for assignment completion (i.e., 1 assignment due every 2 weeks), I have a policy of **No Late Assignments** being accepted.

The table to the left shows assignment due dates. The expectation is that all videos will be reviewed prior to undertaking these assignments. As indicated above, as manager of the course playlist we can monitor viewing patterns. I would suggest that you **do not** wait until just before the due date to start an assignment as they may be more difficult than anticipated. Again, **late assignments will not be accepted**.

To make my life easier I would like you to use the following naming convention when submitting spreadsheet or document files to course DropBoxes. For example, suppose I have supplied you a spreadsheet file with the name: **example1.xlsx**. If you want to hand in a revised version of this file, you should use something like the following file naming convention: **F_LastName_Example1.xlsx** where you insert your first name initial (**F**), full last name (**LastName**) and a general file name (**Example1**). Refer to General Course syllabus for more detail.

ACADEMIC POLICIES



ACADEMIC INTEGRITY

By enrolling in this course, each student assumes the responsibilities of an active participant in UW-Madison's community of scholars in which everyone's academic work and behavior are held to the highest academic integrity standards. Academic misconduct compromises the integrity of the university. Cheating, fabrication, plagiarism, unauthorized collaboration, and helping others commit these acts are examples of academic misconduct, which can result in disciplinary action. This includes but is not limited to failure on the assignment/course, disciplinary probation, or suspension. Substantial or repeated cases of misconduct will be forwarded to the Office of Student Conduct & Community Standards for additional review. For more information, refer to <https://conduct.students.wisc.edu/academic-integrity/>



ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

McBurney Disability Resource Center syllabus statement: "The University of Wisconsin-Madison supports the right of all enrolled students to a full and equal educational opportunity. The Americans with Disabilities Act (ADA), Wisconsin State Statute (36.12), and UW-Madison policy (Faculty Document 1071) require that students with disabilities be reasonably accommodated in instruction and campus life. Reasonable accommodations for students with disabilities is a shared faculty and student responsibility. Students are expected to inform faculty [me] of their need for instructional accommodations by the end of the third week of the semester, or as soon as possible after a disability has been incurred or recognized. Faculty [I], will work either directly with the student [you] or in coordination with the McBurney Center to identify and provide reasonable instructional accommodations. Disability information, including instructional accommodations as part of a student's educational record, is confidential and protected under FERPA." <http://mcburney.wisc.edu/facstaffother/faculty/syllabus.php>



DIVERSITY & INCLUSION

Institutional statement on diversity: "Diversity is a source of strength, creativity, and innovation for UW-Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.

The University of Wisconsin-Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background – people who as students, faculty, and staff serve Wisconsin and the world." <https://diversity.wisc.edu/>

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[Jump to Today](#)



Introduction to Spreadsheet Fundamentals and Applications

Agricultural and Applied Economics 375(03)

Instructor

Prof. Brian W. Gould

Room 421, Henry Taylor Hall

427 Lorch Street

Phone: 263-3212

Email: bwgould@wisc.edu (<mailto:bwgould@wisc.edu>)

Class Website

Located within the [Learn@UW \(https://learnuw.wisc.edu/\)](https://learnuw.wisc.edu/) system accessible from your [MyUW \(http://my.wisc.edu/\)](http://my.wisc.edu/) desktop. This is the first semester that I am using the Canvas system so please be patient. Let me know immediately if there is a problem with the website!!

Office Hours

My office hours will be held on Mondays from 9:00 am – 11:00 am and Thursdays from 8:00 am – 10:00 am. I chose these early hours thinking that there would be fewer class conflicts. I am usually available starting @ 7 am for you early risers and may be available to help you prior to the above times. If you cannot connect with me during these times we can set up an appointment if I am available. I will be available in-person **and** online. Online access can be obtained by using this [web-conferencing URL](#)

https://www.aae.wisc.edu/aae375/Spreadsheet_Fundamentals/web_meeting_info.pdf. These sessions will provide you an opportunity to ask questions.

Why This Course?

Having the experience of working with spreadsheets, whether EXCEL or some other system, is a positive asset when seeking out one's first professional employment. Many of my advisees have indicated that have a background in using spreadsheets (regardless of exact software) is a real advantage and provides an opportunity for much discussion during the interview process.

Modular Course Set-Up

There are 7 modules to this course. You can access these modules by accessing the associated section of the course website. In each module section is a detailed course syllabus, module assignments and any associated quizzes. There are extensive links to videos, files and other websites in the syllabus document. I may add links to additional material that is not contained in each module's syllabus. Again, give that this is the first semester of using Canvas, let me know if there are missing links or links are not working properly.

Spreadsheet Use

We are going use the EXCEL software system for this course. Although we are using EXCEL, the general knowledge gained by using this software is easily extendable to other spreadsheet systems such as Google's **SHEETS** (<https://www.google.com/sheets/about/>) and Apple's **NUMBERS** (<http://www.apple.com/mac/numbers/>) spreadsheet software.

For those of you who do not currently have EXCEL installed on your personal computer, as UW students you have free access to the Office 2016 installation files. These can be downloaded from the **UW Campus Software Library** (<https://techstore.doit.wisc.edu/product.asp?login=D&itemnum=SV10464>). My understanding is that starting with the 2016 version there is very little difference between Mac vs. Windows based versions of MS Office.^[1] That said, last semester we discovered a couple of features available in the Windows version but not in the Mac version. Regardless if you are using a Windows or Mac computer, you need to install EXCEL 2016.

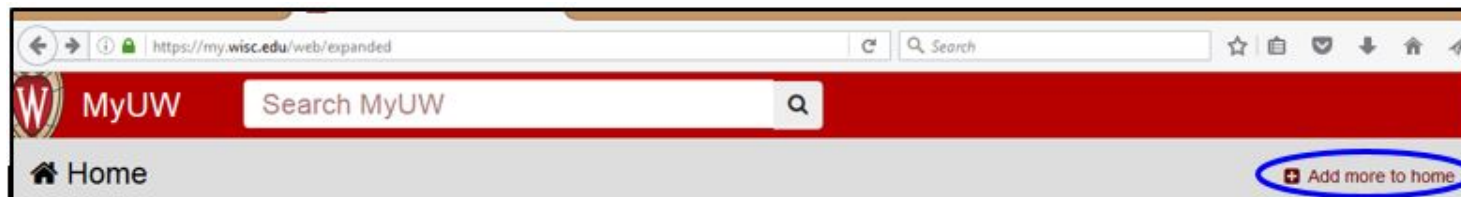
If you use a Mac computer I have identified a couple of options that can be used if you want to run the Windows version of EXCEL on your computer.^[2] One method is to create what is referred to as a **dual-boot system** (<http://www.laptopmag.com/articles/dual->

[boot-windows-os-x-mac](#)) to access both Windows and Mac operating systems. The DOIT Help Desk should be able to help with changing your computer's setup. A second method for running Windows apps on Mac computers is to install the [Parallels Desktop® for Mac](#) (https://www.parallels.com/landingpage/pd/general/?gclid=Cj0KEQiA4o3DBRCJsZqh8vWqt_8BEiQA2Fw0ebB5mv9SZkX0_YsZJExrs5dnmPI28TTP7hVgVN_i66UaAt3b8P8HAQ) software.^[3] You can try this software for free. If you would like to purchase, the student version costs \$79.99. There are two student versions available: (i) **Current Version Only** which is not eligible for free upgrades or (ii) a **1-Year Subscription** that enables you to receive free upgrades to newer versions and allows for remote access to your Mac from any iOS/Android device or browser. These versions differ in price. I have received mixed reviews concerning this software mainly centered on the amount of computer resources used by this system. You still may want to give it a try. As an alternative you may want to find access to a Windows based computer or use a campus computer lab.

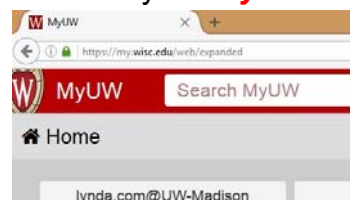
EXCEL Training Videos

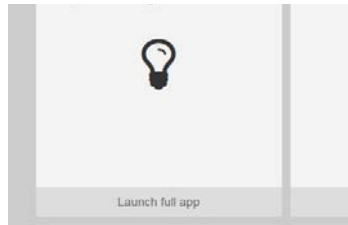
We will utilize the [Lynda.com](#) website as well as other on-line resources focused on the use of EXCEL for data analysis, graphical representations and report generation. For those of you not familiar with the [Lynda.com](#) website, it consists of an extensive collection of prerecorded video-based software tutorials for an amazingly large number of software systems.

As a member of the UW community you have unlimited access to the [Lynda.com](#) website. You should take advantage of this license not only for this course but also for any other software related issues in other courses or in your personal activities. To utilize the UW site license **you must first login** to your [MYUW](#) account and **add** the [Lynda.com](#) app to your [MyUW](#) webpage. You do this by clicking on the [MyUW Add more to home](#) button as shown in the lower right of the following default [MyUW](#) front-page:



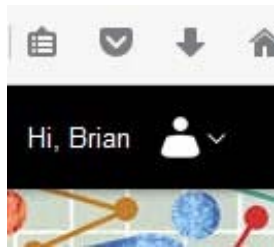
After you have added the [Lynda.com](#) app, click on its icon on your [MyUW](#) webpage:





Warning: Do not go to [Lynda.com](https://www.lynda.com) directly from your web browser. To access the AAE375 video playlists, you **must** access [Lynda.com](https://www.lynda.com) from within your [MyUW](#) page. Once you click on the [Lynda.com](#) icon from within [MyUW](#), you should be directed to a login form where you input your UW NetID information. For additional information refer to this [Dolt Knowledgebase document \(https://kb.wisc.edu/search.php?q=lynda.com\)](https://kb.wisc.edu/search.php?q=lynda.com) which contains a series of questions/answers concerning how to access [Lynda.com](https://www.lynda.com). For a general overview of the [Lynda.com](https://www.lynda.com) website, access the short video [How to Use Lynda.com \(http://www.lynda.com/Business-tutorials/How-use-Lynda-com/77683-2.html?srchtrk=index:1%0Alinktypeid:2%0Aq:how%2Bto%2Buse%2Blynda.com%0Apage:1%0As:relevance%0Aa:true%0A\)](http://www.lynda.com/Business-tutorials/How-use-Lynda-com/77683-2.html?srchtrk=index:1%0Alinktypeid:2%0Aq:how%2Bto%2Buse%2Blynda.com%0Apage:1%0As:relevance%0Aa:true%0A) once you have logged into the Lynda.com website.

Once you login to [Lynda.com](https://www.lynda.com), in the upper right of your screen you should see something similar to figure shown to the right:



Access this pull-down menu. When you click on the above menu item a listing of the playlist(s) to which you have been assigned is provided. [\[4\]](#)

Feel free to access any other video presentations/courses on topics not covered by the predefined AAE375 playlists or for more detail of covered topics. If you find this additional material useful (or any other internet based information) let me know and I will add it to our class resource collection.

Required Textbook

The textbook we will use for this class is:

Curtis Frye, 2015, *Microsoft Excel 2016 Step by Step* (ISBN: 9780735697485), Microsoft Press, Redmond, Washington.



This text or its e-version can be purchased directly from Microsoft or major publishing firms/services. The text citations shown in the detailed course listing was obtained from the e-version purchased from Pearson publishers.

Grading

Your grade will be determined by (i) your reviewing the assigned videos which we can monitor (ii) completing short quizzes that specifically target assigned videos and (iii) completion of section assignments that require development and use of these spreadsheets. There is one assignment per major course section. The following Table provides a summary of the grading system I will use:

Grade Item	% of Grade
Reviewing Assigned Videos	15
Section Quizzes	15
Completion of Section Assignments	70
Total	100

So that everyone proceeds at approximately at the same pace, I will release the course assignments at set times. All assignments should be submitted to assignment DropBoxes located within the Learn@UW website, usually by 11:59 pm of the due date. Given the amount of time given for assignment completion (i.e., 1 assignment due every 2 weeks), I have a policy of **No Late Assignments** being accepted.

The table below is used to show quiz/assignment due dates. The expectation is that all videos will be reviewed prior to undertaking these assignments. As indicated above, as manager of the course playlist we can monitor viewing patterns. I would suggest that you **do not** wait until just before the due date to start a quiz/assignment as they may be more difficult than anticipated. Again, **late quizzes/assignments will not be accepted.**

Course Section	Grade Item	Available Date	Due Date
I	Assignment	5-Sep	19-Sep
II	Quiz	17-Sep	26-Sep
	Assignment		3-Oct
III	Quiz	1-Oct	10-Oct
	Assignment		17-Oct
IV	Quiz	15-Oct	24-Oct
	Assignment		31-Oct
V	Quiz	29-Oct	7-Nov
	Assignment		14-Nov
VI	Quiz	12-Nov	21-Nov
	Assignment		28-Nov
VII	Quiz	26-Nov	5-Dec
	Assignment		12-Dec

To make my life easier I would like you to use the following naming conventions when submitting spreadsheet/document/pdf/etc. files. Suppose I have supplied you a spreadsheet file with the name: **example1.xlsx**. If you want to hand in a revised version of this file, you should use something like the following file naming convention: **FN_LN_Example1.xlsx** where you insert your first name (**FN**), last name (**LN**) and a general file name (**Example1**).

Plagiarism

I take plagiarism very seriously. That said, I encourage students to interact with one another so as to exchange ideas and make completing assignments much easier. Apart from this, my expectation is that you will hand in your own work. **Copying another student's spreadsheet is not allowed** and will be dealt with per UW policies and procedures. At the minimum, no credit will be given for the plagiarized material and a report will be forwarded to the CALS Dean for further action.

Disability Access

All students are welcome in this class, regardless of disability status. In order to receive disability -related academic accommodations, students must first be registered with the McBurney Disability Resource Center. Students who have or think they may have a disability are invited to contact the McBurney Center for a confidential discussion at 608-263-2741 (phone), 608-225-7956 (text), or by email at mcburney@studentlife.wisc.edu. If you have already registered with the McBurney Center, and if you wish to request any accommodations on the basis of disability, you should schedule an office appointment me within the first two weeks of the semester.

[1] One feature that may not be available on MAC computer systems under Excel 2016 is EXCEL's **IFS** function. The **IFS** function checks whether one or more conditions are met and returns a value that corresponds to the first TRUE condition. The **IFS** function can replace multiple nested **IF** statements, and is much easier to read with multiple conditions. Last semester we also discovered that for the versions available to the UW community, **Pivot Charts** cannot be created when using the MAC Excel 2016 version. If you discover other problems with availability of specific functions please let me know.

[2] I am sure there are other alternatives. Feel free to use whatever system works for you.

[3] Being primarily a Windows user, I have not used this software and cannot provide much assistance with its use.

[4] A playlist is simply a collection of videos centered on a common theme.

Official Syllabus









 [Official Syllabus](#)

The **Official Syllabus** is a UW-Madison tool allowing instructors to enter official syllabus information for a course in a consistent format, as all syllabi must feature the same [standard information \(https://teachlearn.provost.wisc.edu/course-syllabi/\)](https://teachlearn.provost.wisc.edu/course-syllabi/).

When first opened, the Official Syllabus template is pre-filled with data from the official course offering. Remaining information will need

to be entered using the Edit button. To submit an official syllabus and make it visible to students, it must be published. See [this document \(https://kb.wisc.edu/luwmad/page.php?id=78761\)](#) for instructions on using the Official Syllabus.

Course Summary:

Date	Details	due by 11:59pm
Wed Sep 19, 2018	 Assignment I (https://canvas.wisc.edu/courses/103362/assignments/348650)	due by 11:59pm
Sun Sep 30, 2018	 Quiz #1 submission (https://canvas.wisc.edu/courses/103362/assignments/415564)	due by 11:59pm
	 Quiz #1: Summerizing Data That Meets Specific Criteria (https://canvas.wisc.edu/courses/103362/assignments/414271)	due by 11:59pm
Wed Oct 3, 2018	 Assignment II (https://canvas.wisc.edu/courses/103362/assignments/348651)	due by 11:59pm
Wed Oct 10, 2018	 Quiz #2: Some Simple PivotTable Actions (https://canvas.wisc.edu/courses/103362/assignments/415753)	due by 11:59pm
Wed Oct 17, 2018	 Assignment #3: Working with Data and Pivot Tables (https://canvas.wisc.edu/courses/103362/assignments/348652)	due by 11:59pm
	 Homework 4 (https://canvas.wisc.edu/courses/103362/assignments/348653)	
	 Homework 5 (https://canvas.wisc.edu/courses/103362/assignments/348654)	

