COURSE SYLLABUS

A. Overview

Course Description
This class aims to develop software skills around data analytics (e.g. Excel), including use of formulas and functions, formatting and manipulating datasets, developing visualizations including charts and tables, using lookup and database functions, and implementing basic analytic methods. Letter grading.

Prerequisites
None. Permission of instructor required for enrollment.

Instructor
Corrina Moucheraud
Assistant Professor
Department of Health Policy & Management
UCLA Fielding School of Public Health (FSPH)
Office: 31-235A CHS
Phone: 310-206-1185
Email: cmoucheraud@ucla.edu

TA: Sophie Snyder, sds.snyder@gmail.com

Class Days, Times, Location
Tuesdays, 3:15 – 5:15 pm
CLICC room in Powell

Office Hours
We (Dr. Moucheraud and Sophie) will each hold weekly office hours. This is an additional opportunity for you to review and discuss content covered in-class, and/or upcoming assignments. Sophie will not discuss specific grades; please come to Dr. Moucheraud’s office hours for these queries.

Dr. Moucheraud: Mondays 1-3pm, 31-235A CHS
Sophie: Wednesdays, 2-4pm, 31-236 CHS

Course Texts
(Available online from the UCLA library)

Required Readings
See section E of the syllabus. Each week’s assigned reading should be completed before coming to class.

Course Format
We will meet in-person every week for 2 hours. The class time will be divided between demonstrations of Excel functions, and hands-on practice.
Course: HPM 439, Data Software for Public Health Professionals  
Term: Fall 2019  
Credits: 2

Classroom Participation & Attendance

Although not a formal part of your grade, we expect and encourage active participation from all students. This is essential for learning the course material. If students have concerns, please do not hesitate to let Dr. Moucheraud know.

UCLA ADA Policy

Students needing academic accommodations based on a disability should contact the Center for Accessible Education (CAE) at (310) 825-1501 or in person at Murphy Hall A255. When possible, students should contact the CAE within the first two weeks of the term as reasonable notice is needed to coordinate accommodations. For more information visit www.cae.ucla.edu.

ADA Contact

Nickey Woods  
Center for Accessible Education  
A255 Murphy Hall  
Phone: (310) 825-1501  
TTY / TTD: (310) 206-6083  
Fax: (310) 825-9656

Inclusivity

UCLA’s Office for Equity, Diversity, and Inclusion provides resources, events, and information about current initiatives at UCLA to support equality for all members of the UCLA community. I hope that you will communicate with me or the TA if you experience anything in this course that does not support an inclusive environment, and you can also report any incidents you may witness or experience on campus to the Office of Equity, Diversity, and Inclusion on their website (https://equity.ucla.edu/).
B. Learning Objectives

Council on Education for Public Health (CEPH) areas of foundational knowledge are addressed in this course using the learning objectives listed below along with the assessment that will evaluate students’ attainment of these objectives.

<table>
<thead>
<tr>
<th>CEPH Learning Experiences/Course Learning Objectives</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>D2:3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate</td>
<td>Homework assignments &amp; exams</td>
</tr>
</tbody>
</table>

C. Course Assignments & Exams

All assignments must be submitted via CCLE, and should be labeled only with your ID number (no names).

Grading and schedule:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework assignments (7 total)</td>
<td>HW #1: 12 Oct, noon HW #2: 19 Oct, noon HW #3: 26 Oct, noon HW #4: 9 Nov, noon HW #5: 16 Nov, noon HW #6: 30 Nov, noon HW #7: 7 Dec, noon</td>
<td>10 points each (total: 70)</td>
</tr>
<tr>
<td>Exams (2 total)</td>
<td>Midterm: 29 October Final: 10 December</td>
<td>15 points each (total: 30)</td>
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</table>

Homework assignments: You will complete homework assignments throughout the quarter. These will be due on Saturdays at noon as indicated on syllabus, section E.

Exams: There will be 2 exams, which will be in-class and open book/notes/internet – but this is independent work so no consulting or collaborating with anyone (classmates, former students, coworkers, friends, family, etc.). These are applied exams where you implement tools you’ve learned. Exams will be administered using files that will be available via CCLE. Exam files are not to be accessed outside of the exam room or the designated exam time. If you must reschedule an exam for any reason, you should not access the exam files (from CCLE, from any of your classmates, from the TA, etc.) until your make-up exam has occurred.

Students will have the option to opt out of the final exam if they achieve at least 63 points from the homework assignments. In this case, if the student opts out of the final exam, the points shown below will be rescaled to reflect the student’s current percentage score; in this case, if the student does not opt out of the final exam (but has achieved at least 63 points on the homework assignments) your lowest possible grade in the class will be the rescaled points as indicted below.
-- in other words, if you score lower on the final exam than your grade going into the exam, the exam grade will be "thrown out."

**Late policy:** Homeworks submitted after the due date and time without an approved extension will be penalized: the grade will be docked by 1 point per 6-hour delay.

**"Stuff happens" clause:** We understand that life happens. Every student will be allowed to take one (1) three (3)-day extension on a homework assignment of their choosing (the assignment will be due the Tuesday following the original due date, by noon). The student is required to email both Dr. Moucheraud and Sophie by the original due date to inform us that you are taking the extension. You do not need to give us a reason for needing this extension. If you need any additional extensions on assignments, please contact us as early as possible: email both Dr. Moucheraud and Sophie with extension requests.

### D. Course Policies & UCLA Policies

**Message about Academic Integrity to all UCLA Students from UCLA Dean of Students:** UCLA is a community of scholars. In this community, all members including faculty, staff and students alike are responsible for maintaining standards of academic honesty. As a student and member of the University community, you are here to get an education and are, therefore, expected to demonstrate integrity in your academic endeavors. You are evaluated on your own merits. Cheating, plagiarism, collaborative work, multiple submissions without the permission of the professor, or other kinds of academic dishonesty are considered unacceptable behavior and will result in formal disciplinary proceedings usually resulting in suspension or dismissal.

**Forms of Academic Dishonesty:** As specified in the UCLA Student Conduct Code, violations or attempted violations of academic dishonesty include, but are not limited to, cheating, fabrication, plagiarism, multiple submissions or facilitating academic dishonesty:

**Cheating:** Unauthorized acquiring of knowledge of an examination or part of an examination

- Allowing another person to take a quiz, exam, or similar evaluation for you
- Using unauthorized material, information, or study aids in any academic exercise or examination – textbook, notes, formula list, calculator, etc.
- Unauthorized collaboration in providing or requesting assistance, such as sharing information
- Unauthorized use of someone else’s data in completing a computer exercise
- Altering a graded exam or assignment and requesting that it be regraded

**Plagiarism:** Presenting another’s words or ideas as if they were one’s own

- Submitting as your own through purchase or otherwise, part of or an entire work produced verbatim by someone else
- Paraphrasing ideas, data or writing without properly acknowledging the source
• Unauthorized transfer and use of someone else’s computer file as your own
• Unauthorized use of someone else’s data in completing a computer exercise

Multiple Submissions: Submitting the same work (with exact or similar content) in more than one class without permission from the instructor to do so. This includes courses you are currently taking, as well as courses you might take in another quarter

Facilitating Academic Dishonesty: Participating in any action that compromises the integrity if the academic standards of the University; assisting another to commit an act of academic dishonesty

• Taking a quiz, exam, or similar evaluation in place of another person
• Allowing another student to copy from you
• Providing material or other information to another student with knowledge that such assistance could be used in any of the violations stated above (e.g., giving test information to students in other discussion sections of the same course)

Fabrication: Falsification or invention of any information in an academic exercise

• Altering data to support research
• Presenting results from research that was not performed
• Crediting source material that was not used for research

While you are here at UCLA, if you are unsure whether what you are considering doing is cheating, don't take chances, ask your professor. In addition, avoid placing yourself in situations which might lead your professor to suspect you of cheating.

Alternatives to Academic Dishonesty

• Seek out help – Meet with your professor, ask for assistance as needed.
• Ask for an extension – if you explain your situation to your professor, she/he might be able to grant you an extended deadline for an upcoming assignment.
• See a counselor at Student Psychological Services, and/or your school, college or department – UCLA has many resources for students who are feeling the stresses of academic and personal pressures.

If you would like more information, please come see us at the Dean of Students' Office in 1206 Murphy Hall, call us at (310) 825-3871 or visit their website at www.deanofstudents.ucla.edu.

Hardware and software: You will need to use Microsoft Excel for all assignments in this class. UCLA students can download, install and use full versions of Microsoft Office, including Excel, for free. Visit BOL for more information: https://www.it.ucla.edu/news/microsoft-office-proplus

All class sessions and exams will be held in a computer lab. You are welcome to use the installed computers, or to bring your own laptop for use. If you do not have a laptop, but would like to bring one to class, you can borrow one from UCLA libraries through the CLICC program: http://www.library.ucla.edu/clicc.
Please note that for the exam(s), these are in-class so you can use a lab machine or can bring a laptop (your own, or borrowed from CLICC). If you plan to bring a CLICC laptop for the exam(s), we strongly encourage you to “test” the service beforehand and get comfortable with the loaner laptops. If this will be a problem for you for any reason, please let us know as soon as possible.

Please be mindful of your use of electronics (laptops, tablets, phones) during class. Surfing the web, checking email, etc. can be distracting to you, to other students around you, and to the instructor. All cell phones should be silenced during class.
**E. Course Outline**

*This schedule may change as the quarter progresses, according to student enrollment and needs*

<table>
<thead>
<tr>
<th>Week</th>
<th>Class date</th>
<th>Topic</th>
<th>Readings</th>
<th>Assignment</th>
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</table>
| 0    | Before the start of class, if you are very unfamiliar with Excel, we recommend reading Chapter 1 of the Excel Bible | Basics of working with sheets, rows and columns | Chapter 2 (p. 29-50)  
Chapter 3 (p. 51-69)  
Optional: Protecting files (Chapter 6, p. 153-172), Printing (Chapter 7, p. 173-194) | |
| 1    | 1 Oct 2019 | Basics of working with sheets, rows and columns | Copy/pasting, ranges, comments: Chapter 4 (p.71-81, 86-101)  
Formatting worksheets: Chapter 5 (p. 117-133)  
Optional: Tables (p. 102-115); Styles and themes (p. 143-151) | HW 1 due 12 Oct (noon) |
| 2    | 8 Oct 2019 | Basics of working with sheets, rows and columns | Chapter 11 (p. 253-268)  
Chapter 19 (p. 423-435)  
Chapter 25 (p. 579-591) | HW 2 due 19 Oct (noon) |
| 3    | 15 Oct 2019 | Basic formulas & functions, if statements, dates and times | Date & time formulas: Chapter 12 (read p. 269-273, skim p. 280-294)  
If statements etc.: Chapter 13 (p. 295-313)  
Optional: Advanced naming techniques (p. 232-236); Troubleshooting formulas (p. 423-442) | |
Chapter 19 (p. 423-435)  
Chapter 25 (p. 579-591) | HW 3 due 26 Oct (noon) |
<p>| 5    | 29 Oct 2019 | Midterm exam | | |</p>
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<thead>
<tr>
<th></th>
<th>Date</th>
<th>Topic</th>
<th>Topics</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>5 Nov 2019</td>
<td>Database functions</td>
<td>Matching and lookup: Chapter 14 (p. 315-332)</td>
<td>HW 4 Due 9 Nov (noon)</td>
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<td>Optional: Array formulas (p. 399-422)</td>
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<tr>
<td>7</td>
<td>12 Nov 2019</td>
<td>Visualizations</td>
<td>Charts: Chapter 20 (p. 445-487)</td>
<td>HW 5 due 16 Nov (noon)</td>
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<td></td>
<td>Optional: Advanced charts (p. 489-522), Sparklines (p. 523-536)</td>
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<td>8</td>
<td>19 Nov 2019</td>
<td>Pivot Tables and Pivot Charts</td>
<td>Pivot Tables: Chapter 29 (p. 655-677)</td>
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<td>Pivot Charts: Chapter 29 (p. 703-707)</td>
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<td>Optional: Analytics using pivot tables (p. 679-702)</td>
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<tr>
<td>9</td>
<td>26 Nov 2019</td>
<td>Intro to VBA and macros</td>
<td>Recording macros: Chapter 42 (p. 917-929)</td>
<td>HW 6 due 30 Nov (noon)</td>
</tr>
<tr>
<td>10</td>
<td>3 Dec 2019</td>
<td>Basic statistics in Excel</td>
<td>Statistics: Chapter 16 (p. 365-384)</td>
<td>HW 7 due 7 Dec (noon)</td>
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<tr>
<td>10</td>
<td>10 Dec 2019</td>
<td>Final exam</td>
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