



**CIS 3301-110, CRN 80033, Business Analysis with Spreadsheets**

Fall 2017 rev. 08.24.2017

Texas A&M University-Central Texas

**INSTRUCTOR AND CONTACT INFORMATION**

**Instructor: Randy Brown**

**Office: FH 323-J**

**Phone: 254-519-5462**

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For course related communications, please use Canvas “Inbox”

**COBA Department Main Phone Number: (254) 519-5437**

**COBA Department Main Email: [cobainfo@tamuct.edu](mailto:cobainfo@tamuct.edu)**

**COBA Department Main Fax#: (254) 501-5825**

**Office Hours:**

Location	Mon	Tues	Wed	Thurs	Fri
FH 323J	By Appointment	2:30-5:00 pm, & by appointment	By Appointment	2:30-5:00 pm, & by appointment	By Appointment
Virtual	By Appointment	By Appointment	By Appointment	By Appointment	By Appointment

**Mode of instruction and course access:**

This is an ONLINE course – there will be NO “official” face-to-face classroom time. The A&M-Central Texas Canvas Learning Management System (Canvas) [<https://tamuct.instructure.com>] will be our primary resource for the class information. You will use the Canvas username and password communicated to you separately to logon to this system. The course syllabus, schedule, supplemental readings, class announcements, power point slides, learning modules, homework assignments, exams and other course related documents will be posted on Canvas. Each student is responsible for the posted material, and should check Canvas at least daily for updates. The course outline in this syllabus shows the basic schedule for the semester.

**Student-instructor interaction:**

Please send all course related correspondence through Canvas “Inbox”. Please use TAMUCT email only when Canvas is not available (or for non-course related correspondence). I check email several times a day during the week and at least once during the weekends. I will attempt to respond within 24 hours Mon-Thurs and within 48 hours on Fri through Sun. Please do not hesitate to stop by my office during the scheduled office hours or contact me via phone, Canvas Inbox, or TAMUCT email, if there are any personal problems or challenges that are

hindering your regular progress in the course.

**911 Cellular:**

Emergency Warning System for Texas A&M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

**COURSE INFORMATION**

Course Overview and description: This course provides a structured experience in using a computerized spreadsheet (Microsoft Excel 2016) and database (Microsoft Access 2016) to solve a variety of business-related problems. This course provides a practical, "hands on" approach to using spreadsheet and database software in business applications including the preparation of annuity schedules, accounting worksheets, pro forma financial statements, database list management, and charts. Exams emphasize the use of the software tools rather than previously acquired knowledge of accounting and finance; however, prior knowledge enhances understanding and benefits of the course.

Prerequisite: An introductory Accounting course (ACC 203) or approval of the department head.

**Course Objective:**

**Student Learning Outcomes:**

1. Student Learning Outcomes – Spreadsheets

A student successfully completing this course will be able to use spreadsheet software for various business applications such as preparing annuity schedules, accounting worksheets, pro forma financial statements, charts, and to conduct database list analysis. In the preparation and use of these business applications, students will learn to utilize an electronic spreadsheet to:

- 1.1 Create, save and print worksheets.
- 1.2 Write formulas and use functions such as SUM, MAX, MIN, AVERAGE, IF, nested IFs, VLOOKUP, PMT
- 1.3 Understand absolute, relative and mixed cell referencing.
- 1.4 Format and align data.
- 1.5 Delete, copy, move data contents.

- 1.6 Create, sort and use database lists.
  - 1.7 Use database management tools such as Filters, Subtotals, Pivot Tables, and Data Validation.
  - 1.8 Use database management functions such as DSUM, DMAX, DMIN, DAVERAGE, DCOUNT, and DCOUNTA.
  - 1.9 Conduct what-if analysis using Goal Seek, Data Tables, and Scenario tools.
  - 1.10 Create and modify charts.
  - 1.11 Work with multiple worksheets.
2. Student Learning Outcomes – Databases
- A student successfully completing this course will be able to use database software for various business applications. In the preparation and use of these business applications, students will learn to utilize an electronic database to:
- 2.1 Create, save, and modify databases.
  - 2.2 Create reports and forms.
  - 2.3 Use data management tools such as Filters, Queries, and stored procedures (Macros)
  - 2.4 Create appropriate database designs

**Required Reading and Textbook(s):**

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook (in this or other formats) may also be available from an independent retailer, including an online retailer.

1. Excel Book
  - 1.1 Microsoft Office 365 Excel 2016: Comprehensive
  - 1.2 Authors: Freund/Starks/Schmieder
  - 1.3 ISBN: 9781305870727
  
2. Access Book
  - 2.1 Microsoft Office 365 Access 2016: Comprehensive
  - 2.2 Authors: Pratt/Last
  - 2.3 ISBN: 9781305870635

**COURSE REQUIREMENTS**

Course Requirements: (include point values for each- not just a percentage)

1. **Reading Assignments:** All assigned chapters will be used as basis for class and/or blackboard discussions. Study the assigned readings before each class.
  
2. **Attendance/Participation Policy:** As this is an online course, there is NO lecture or other face-to-face interaction. To simulate the class environment, there will be multiple

discussion questions throughout the semester. You will be expected to participate by posting an initial post of your own and (usually) respond to at least four other student's posts (at a minimum). The discussion questions will be posted at the beginning of the week and you will have until the following Monday to complete. NOTE: There may be more than one question in some weeks.

Participation/discussion is worth 200 pts (20%) of your grade. There will be at least 5 discussion questions for Excel and 5 for Access, worth 20 pts each. If there are more than 5 of either, only the top 5 will count. If the quality of your postings is not sufficient, the points will not be earned. You are expected to contribute to the class discussions in meaningful ways. That means:

- 2.1 Contributing new and relevant information to the course discussion and from readings of the textbooks;
  - 2.2 Commenting in a positive manner;
  - 2.3 Building on the remarks of your fellow students – i.e. improving upon what someone else said;
  - 2.4 Posing questions of your fellow students; and sharing quotes, websites, and other supplementary information. Demonstrating practical application of the week's key concepts from your professional/personal experience.
  - 2.5 "Substantive" does not include "I agree," "Great point," or "You're wonderful" type postings. These types of postings are examples of positive "teaming" and are fine but not by themselves. They do not add depth or breadth to the discussion. A "substantive" initial posting should include:
    - 2.5.1 Your thesis (main point)
    - 2.5.2 Your supporting arguments
    - 2.5.3 A reference to class or outside material to support your thesis
    - 2.5.4 An example from your experiences to support your thesis. .
- 2. Examinations:** There will be two exams (one each for Excel and Access) each worth 200 points (20%). Makeup exams will be given ONLY when arrangements have been made PRIOR to the class meeting. NOTE: Late exams will NOT be accepted.
- 3. Homework/Case Problems:** Homework will be assigned after each chapter and is intended to reinforce the concepts discussed in class. Each homework assignment will be equally weighted. There will be at least 10 assignments each for Excel and Access. In the event there are more than 10 of either, only the top 10 scores will count. Each assignment is worth 20 pts. The total for all assignments will be 200 for each subject

(Excel/Access) for a total of 400 points (40%) of your grade. Note: Some weeks may have more than one assignment!

- 4. Late Submissions:** Homework Assignments will be considered late if submitted after the due date/time. A late penalty of 5% per DAY (max of 20% deduction per week) will be applied. That means that NO submissions will be accepted if submitted more than 5 weeks after the due date. In addition, discussions MUST be completed within the week during which the discussion is assigned (i.e. late discussions will NOT be allowed). Late tests will NOT be accepted!

NOTE: NO work will be accepted after 12/14/2017.

**5. Other Notes about assignments:**

Most (ALL) assignments will be submitted via Canvas.

- 5.1 If there are multiple parts, submit all parts in a **SINGLE** zip file. I would suggest you create a folder for each assignment, then you can zip that entire folder at once...
- 5.2 Make sure all parts are labelled in a logical manner that makes it easy for me to figure out which part of the assignment is which.

**Grading Criteria Rubric and Conversion**

Assignment	Points	Percent	My Grade
Excel Exam (1)	200	20%	
Access Exam (1)	200	20%	
HW/Cases (20)	400	40%	
Part/Discussions (10)	200	20%	
<b>Total</b>	<b>1000</b>	<b>100%</b>	

Percentage	Points	Grade
90.0-100%	900-1000	A
80.0-89.9%	800-899	B
70.0-79.9%	700-799	C
60.0-69.9%	600-699	D
0-59.9%	0-599	F

**Posting of Grades**

All student grades will be posted on the Canvas Grade book and students should monitor their grading status through this tool. Grades for weekly assignments, discussions, quizzes and exams *should* be posted (no guarantees) within 7 days following the due date.

Canvas Grade Book has weighted columns for each of the groups of assignments (Excel Project, Access Projects, and Discussions) as well as a weighted column for the entire course. These columns put 0's for all incomplete assignments, so they all start at 0% and go up as you submit assignments. So, at any given time, you can see what your grade would be if you did no additional work.

## COURSE OUTLINE AND CALENDAR

### Important University Dates:

August 28, Add/Drop/Late Registration begins  
 August 30, Add/Drop/Late Registration ends, 16-week and 1st 8-week classes  
 September 1, Priority Deadline to Submit Graduation Application  
 September 4, Labor Day, CAMPUS CLOSED  
 September 5, Last day to drop 1st 8-week classes with no record  
 September 13, Last day to drop 16-week classes with no record  
 September 22, Last day to drop a 1st 8-week class with a Q or withdraw with a W  
 October 6, Deadline to submit graduation  
 October 20, Last day to withdraw from the University (1st 8-week classes WF)  
 October 23, Add/Drop/Late Registration begins, 2nd 8-week classes  
 October 26, Add/Drop/Late Registration ends, 2nd 8-week classes  
 October 30, Last day to drop 2nd 8-week classes with no record  
 November 10, Veteran's Day  
 November 10, Last day to drop with a Q or withdraw with a W (16-week classes)  
 November 17, Last day to drop a 2nd 8-week class with a Q or withdraw with a W  
 November 23-24, Thanksgiving, CAMPUS CLOSED  
 December 15, Last day to withdraw from the University (16-week and 2nd 8-week classes)  
 December 15, Last day to file for Degree Conferral (Registrar's Office)  
 December 15, Commencement (End of Fall Term)  
 December 25-January 1, WINTER BREAK

Week	Week of:	Chapter(s)	Assignment(s) Due! On Sunday of the week at 11:59pm
1	28-Aug	Syllabus/Introductions	Get Books, Introduction Discussion, Syllabus Acknowledgement
2	4-Sep	Excel Chapters 1-3	Excel Book, Chapters 1-3 Homework & Week 2 Discussion
3	11-Sep	Excel Chapter 4	Excel Book Chapter 4 Homework & Week 3 Discussions
4	18-Sep	Excel Chapter 5-6	Excel Book Chapters 5 & 6 HW & Week 4 Discussions
5	25-Sep	Excel Chapter 7-8	Excel Book Chapters 7 & 8 HW & Week 5 Discussions
6	2-Oct	Excel Chapter 9	Excel Book Chapter 9 HW & Week 6 Discussions
7	9-Oct	Excel Chapter 10	Excel Book Chapter 10 HW & Week 7 Discussions
8	16-Oct	Excel Chapter 11	Excel Book Chapter 11 HW & Week 8 Discussions
9	23-Oct	Excel Test Access Chapters 1-3	Excel Test Due 10/29 Access Book, Chapters 1-3 HW & Week 9 Discussions
10	30-Oct	Access Chapter 4-5	Access Book, Chapters 4-5 HW & Week 10 Discussions
11	6-Nov	Access Chapter 6-7	Access Book, Chapters 6-7 HW & Week 11 Discussions
12	13-Nov	Access Chapter 8	Access Book, Chapter 8 HW & Week 12 Discussions
13	20-Nov	Access Chapter 9	Access Book, Chapter 9 HW & Week 13 Discussions

14	27-Nov	Access Chapter 10	Access Book, Chapter 10 HW & Week 14 Discussions
15	4-Dec	Access Chapter 11	Access Book, Chapter 11 HW & Week 15 Discussions
16	11-Dec	Access Test	Access Exam Due Dec 14, 2017

## TECHNOLOGY REQUIREMENTS AND SUPPORT

### Technology Requirements.

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>]. You will need RELIABLE access to an Internet capable computer. Your Canvas login credentials should be:

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

### Technology Support.

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

*Please let the support technician know you are an A&M-Central Texas student.*

For issues with **Canvas**, select "chat with Canvas support," submit a support request to Canvas Tier 1, or call the Canvas support line: 1-844-757-0953, links to all are found inside of Canvas using the "Help" link.

For issues related to course content and requirements, contact your instructor.

## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### Drop Policy.

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [[https://www.tamuct.edu/registrar/docs/Drop\\_Request\\_Form.pdf](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf)].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### Academic Integrity.

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to

preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

### **Academic Accommodations.**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) webpage [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

### **Tutoring.**

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Larry Davis at [Imdavis@tamuct.edu](mailto:Imdavis@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access



Tutor.com through Canvas.

### **The University Writing Center.**

Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library on Mondays from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu).

### **University Library.**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other

events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [https://tamuct.libguides.com/].

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#### **OPTIONAL POLICY STATEMENTS:**

##### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at A&M-Central Texas, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Counseling Services (254-501-5956) located on the second floor of Warrior Hall.

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

#### **INSTRUCTOR POLICIES.**

1. Instructor reserves the right to modify the syllabus during the course of the semester for the benefit of the students.
2. Instructor reserves the right to supplement the material presented in the text with addition material that may benefit the students by either providing additional information or a different point of view.
3. Instructor expects that the students will act in a curious and professional manner in all interactions with other students and the instructor.
4. Instructor reserves the right to modify grading rubrics. Changes to grading rubrics are only made to current and/or future assignments.
5. Any changes made will be announced in class and posted on Canvas.

#### **Copyright Notice.**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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