

Texas A&M University Central Texas
ACC/CIS 301 Business Analysis Using Excel Spreadsheets
Online Syllabus Fall 2017

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Tamara LaBombard, CPA
Office: Adjunct-by appointment
Phone: 254-526-2665
Email: Class communication in Canvas. Other Communication tamara@cpataxprepkilleen.com

Office Hours:
by appointment. Office hours end with the last class day.

Mode of instruction and course access:

This course is an online course and uses TAMUCT's Canvas system. Please refer to the new log-on guidelines located on the log-in page of the Canvas system.

Student-Instructor interaction:

I will be logging on and checking class e-mails at various times. If several students have e-mailed questions or if your question should be a common question for the entire class, I will send an "All Students" response. If your question is unique to you, I will respond directly to you. **DO NOT SEND ANY CLASS COMMUNICATIONS TO ANY E-MAIL ACCOUNT OUTSIDE OF THE CANVAS E-MAIL. I DO NOT ACCEPT OR GRADE ASSIGNMENTS OR QUIZZES SENT AS E-MAIL ATTACHMENTS.**

While every effort will be made to follow the published syllabus, I reserve the right to make changes during the semester as circumstances may require. Any modifications to the syllabus will be sent as an "All Students" e-mail.

UNILERT

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

UNILERT 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 and text message. By enrolling in UNILERT, university officials can quickly pass on safety-related information, regardless of your location. Please enroll today at <http://TAMUCT.org/UNILERT>

COURSE INFORMATION

1.0 COURSE OVERVIEW AND DESCRIPTION:

This course combines the theory and application of microcomputer spreadsheet technology applied in accounting, finance, management, and other business disciplines. It is intended to stimulate creative initiative and to develop basic skills in performing common business tasks. Prerequisite Course(s): ACC 203: Introduction to Financial Accounting

2. Objectives of Course

2.1 Student Learning Outcomes

Upon successful completion the student should be able to: Create a basic Excel worksheet

Create formulae to perform basic mathematical calculations

Use advanced commands to perform table lookups and step calculations Perform evaluations of business analysis

2.2 Competency Goals Statements (certification or standards)

There are no certifications associated with this material.

3. Required Reading and Textbook(s):

Kinser, Amy; Microsoft Excel 2013 Comprehensive, Pearson, 2014 Ed. ISBN 978-0-13-314322-5

A student at this institution is not under any obligation to purchase a textbook from a university affiliated bookstore. The Same textbook may also be available from an independent retailer, including an online retailer.

COURSE REQUIREMENTS

4.0 Course requirements:

This textbook is organized into seven learning modules plus one common features section. The common features explains the portions of Microsoft Office that are basically the same for both Word and Excel. You should read this material as an introduction to Excel. You have 15 weeks to master this material. Problems and cases will be assigned related to the study material.

Associated student learning outcomes: Enhanced

business analysis and decision making

Grouping of worksheets, fill contents and formats across worksheets, work with multiple worksheets Perform financial analysis

5.0 Grading Criteria Rubric and Conversion:

Cases/Problems

2100 points

Percentage conversion and grade scale:

(This is an example. If the total points available change, the point range will change.)

Percentage	Letter grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
	F

Formula used to obtain grade:

$(\text{Points obtained} / \text{Points Available}) * 100 = \text{Percentage}$

6.0 Posting of Grades

All quiz and major exam grades will be posted to "MyITLab" when the availability period for all sections has expired.

TECHNOLOGY REQUIREMENTS AND SUPPORT

7.1 Technology Requirements

This course will use the new TAMU-CT Canvas Learn learning management system for class communications, content distribution, and assessments.

Logon to <https://tamuct.instructure.com> to access the course.

For this course, you will need reliable and frequent access to a computer and to the Internet. You may also need a headset with a microphone or speakers and a microphone to be able to listen to online resources and conduct other activities in the course. If you do not have frequent and reliable access to a computer with Internet connection, please consider dropping this course or contact me to discuss your situation.

Canvas supports the most common operating systems: PC:

Windows 8, Windows 7, Windows Vista

Mac: Mac OS X Mavericks

NOTE: Computers using Windows XP, Windows 8 RT and OS X 10.6 or lower are NO longer supported

Check browser and computer compatibility by following the "Browser Check" link on the TAMU-CTCanvas logon page. (<https://tamuct.instructure.com>) This is a CRITICAL step as these settings are important for when you take an exam or submit an assignment.

Upon logging on to Canvas Learn, you will see a link to Canvas Student Orientation under My Courses tab. Click on that link and study the materials in this orientation course. The new Canvas is a brand-new interface and you will have to come up to speed with it really quickly. This orientation course will help you get there. There is also a link to Canvas Help from inside the course on the left-hand menu bar. The first week of the course includes activities and assignments that will help you get up to speed with navigation, sending and receiving messages and discussion posts, and submitting an assignment. Your ability to function within the Canvas system will facilitate your success in this course.

7.2 Technology Support

For technological or computer issues, students should contact Help Desk Central. 24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

Web Chat: <http://hdc.tamu.edu>

When calling for support please let your support technician know you are a TAMUCT student.

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

Course Outline and Calendar

8.0 Complete Course Outline

Readings

Module 1 Capstone

Module 2 Capstone

Module 3 Capstone

Module 4 Capstone

Module 5 Capstone

Module 6 Capstone

Module 7 Capstone

The due dates for each Assignment will be posted within MyITLab. I DO NOT ACCEPT OR GRADE ASSIGNMENTS OR QUIZZES SENT AS E-MAIL ATTACHMENTS OR LATE SUBMISSIONS.

COURSE AND UNIVERSITY PROCEDURES AND POLICIES

9.0 Drop Policy

If you discover that you need to drop this class, you must contact the Records Office and ask for the necessary paperwork. Professors cannot drop students; this is always the responsibility of the student. The record's office will provide a deadline for which the form must be returned, completed and signed. Once you return the signed form to the records office and wait 24 hours, you must go into Duck Trax and confirm that you are no longer enrolled. Should you still be enrolled, FOLLOW-UP with the records office immediately! You are to attend class until the procedure is complete to avoid penalty for absence! Should you miss the deadline or fail to follow the procedure, you will receive an F in the course.

10.0 Academic Integrity

Texas A&M University - Central Texas expects all students to maintain high standards of personal and scholarly conduct. Students guilty of academic dishonesty are subject to disciplinary action. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. The faculty member is responsible for initiating action for each case of academic dishonesty. More information can be found at www.ct.tamus.edu/StudentConduct.

11.0 Disability Support Services

Texas A&M University - Central Texas complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. TAMUCT promotes the use of the Principles of Universal Design to ensure that course design and activities are accessible to the greatest extent possible. Students who require reasonable accommodations based on the impact of a disability should contact Gail Johnson, Disability Support Coordinator at (254) 501-5831 in Student Affairs, Office 114E. The Disability Support Coordinator is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, helping students request and use accommodations, and coordinating accommodations.

12.0 Tutoring

Tutoring is available to all TAMUCT students, both on-campus and online. Subjects tutored include Accounting, Finance, Statistics, Mathematics, and Writing (APA). Tutors are available at the Tutoring Center in Founder's Hall, Room 204, and also in the Library in the North Building. Visit www.ct.tamus.edu/AcademicSupport and click "Tutoring Support" for tutor schedules and contact info. If you have questions, need to schedule a tutoring session, or if you're interested in becoming a tutor, contact Academic Support Programs at 254-501-5830 or by emailing cecilia.morales@ct.tamus.edu.

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables TAMU-CT students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in Mathematics, Writing, Career Writing, Chemistry, Physics, Biology, Spanish, Calculus, and Statistics. To access Tutor.com, click on www.tutor.com/tamuct.

13.0 Library Services

Library distance education services aims to make available quality assistance to A&M-Central Texas students seeking information sources remotely by providing digital reference, online information literacy tutorials, and digital research materials. Much of the A&M-CT collection is available instantly from home. This includes over half of the library's book collection, as well as approximately 25,000 electronic journals and 200 online databases. Library Distance Education Services are outlined and accessed at: <http://www.ct.tamus.edu/departments/library/deservices.php>

Information literacy focuses on research skills which prepare individuals to live and work in an information-centered society. Librarians will work with students in the development of critical reasoning, ethical use of information, and the appropriate use of secondary research techniques. Help may include, but is not limited to: the exploration of information resources such as library collections, the identification of appropriate materials, and the execution of effective search strategies. Library Resources are outlined and accessed at: <http://www.ct.tamus.edu/departments/library/index.php>

14.0 Instructor policies related to absence, grading, etc.

Interaction with other students is an important part of learning. You should make an effort to participate in Discussion Board activities and Chat Rooms where appropriate.

I do not accept late submissions. Exams and quizzes will be posted for a time period that should be sufficient for you to have access regardless of your work or duty schedule. Our version of Canvas sometimes refuses to accept SUBMIT attempts. When that happens you must have time to wait and then SUBMIT at a later time. **DO NOT WAIT** until the end of the availability period before taking a quiz, exam or completion of an assignment. One professor reported that "if you are using a wireless connection and another person logs on to your router using a hard wired connection, you will be knocked off Canvas" I have no personal experience with that situation; however, you may not use as an excuse that you got knocked off the system. You **MUST** start your exam/assignment early enough that you can complete the work regardless of what happens.

15.0 The operation of the Online Course and Being an Online Student

Online learning requires students to be very self-disciplined, be sure you understand and are prepared to comply with all required class assignments and deadlines. Each assignment and/or quiz has a SPECIFIC due date and time as noted in Canvas. These may vary from assignment to assignment. Do not wait until the last few minutes to SUBMIT an assignment. When the time expires, you will not be able to submit your work. If the Assignment Due time is 23:59 and you wait until 23:58 to SUBMIT your work and you have internet problems, you **MAY NOT** send me your work as an e-mail attachment. **I will not accept late submissions.**

16.0 Instructor's Personal Statement

I think that this is an important course for business majors. You will need this information regardless of your career path. This is a new syllabus format. If some of the sections seem repetitive, just bare with us. I will make every effort to respond within 48 hours of an e-mail. In most cases, I should answer in less than 48 hours. I will try to monitor the discussion board and chat room. If I am on the computer at other times, feel free to send a question.