

ACCT 3301-110, 80103, Analysis Using Spreadsheets

Spring rev. 01.08.2020

Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

This course meets face-to-face from Jan 13 – May 6, 2020 –on MW at 9:30 am – 10:45 pm in Founder’s Hall room 313. Supplemental materials will be made available online through the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>].

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Donald (Don) R Senior. MBA, CPA

Phone: (254) 519-5437 (office)

(704)650 7695 (cell) (text only)

Email:

donald.senior@tamuct.edu

Hours: By appointment only

Student-Instructor Interaction:

For communication, please use the Canvas “Inbox” messages. Should you write me an email, please mention your name and course title in the Subject line. I am accessible through Canvas Inbox, which I check several times a day during the week and usually once a day on weekends. I will try to get back to you within 24 hours during the week and within 36 hours during the weekend. You can also text me if I have not answered your email in a timely manner, but again, please mention your name and course title before the text message, (Professor Senior, this is ? from ACCT?) and then the message.

Please practice good communication skills. We will practice formal business communication emails so that you will develop good habits. Start out every Canvas message and/or discussion post with the name of the person you are addressing and close with your name. Utilize spelling and grammar check to help you write better.

Warrior Shield:

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

Warrior Shield 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 911Cellular through their myCT email account. In an effort to enhance personal safety on the Texas A&M University – Central Texas (TAMUCT) campus, the TAMUCT Police Department has introduced Warrior Shield by 911 Cellular. [Warrior Shield](https://www.tamuct.edu/police/911cellular.html) [<https://www.tamuct.edu/police/911cellular.html>] can be downloaded and installed on your mobile device from Google Play or Apple Store.

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 Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION

Course Overview and description:

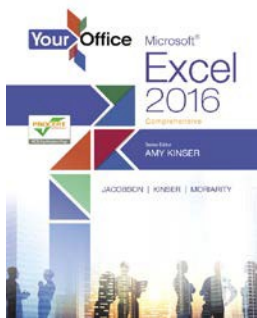
Students are expected to have strong writing skills, creative and analytical thinking skills, effective reading skills, advanced learning skills, and a general understanding of problems faced by business managers. This course provides a structured experience in using a computerized spreadsheet (Microsoft Excel 2016) to solve a variety of business-related problems. This course provides a practical, "hands on" approach to using spreadsheet 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.

Course Objective:

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:

- Understand the common features of Microsoft Office.
- Understand the fundamentals.
- Conduct business analysis.
- Integrate complex functions into business analysis
- Build an application with multiple worksheets and workbooks.
- Manipulate data sets for decision making.
- Build financial and statistical models.
- Enable decision with data visualization and VBA.

Textbook(s):



Microsoft Excel, Comprehensive, Pearson Education, 2017.

ISBN: 978-0-13-447956-9

COURSE REQUIREMENTS

Course Requirements:

This course is made up of five business units that are comprised of assignments and assessments to assist you in achieving the course and learning objectives/outcomes. Each week you will work on various combinations of assignments, activities, discussions, readings, research, etc. which will be made available to you by each Sunday and close on the date given in your course schedule.

Graded Problems:

Each business unit is made up of two chapters. There will be a total of ten graded problems that will be due every Sunday, no later than 11:59 pm. You will be able to work them out and then submit them online. I will return your graded problems after I have graded them. Each problem will generally be available one week before the due date (approximately 7 days). At the end of the semester, I will replace your lowest graded problem score with the highest graded problem score. I will not replace missing or incomplete graded exercises.

Capstones:

Each business unit has one capstone. There will be a total of five capstones that will be due every three weeks on Sunday, no later than 11:59 pm. You will be able to work them out and then submit them online. Each capstone will generally be available one week before the due date (approximately 7 days). At the end of the semester, I will replace your lowest capstone score with the highest capstone score. I will always take the higher of the two grades if you choose to retake a given quiz. I will not replace missing or incomplete quizzes.

IF, and this is a big "IF", after completing all requirements for business units 1-4 and the graded problems for business unit 5, and you have a 90% or higher grade percentage, you will be exempt from business unit 5 capstone and your total possible points will be 1600 instead of 1700.

Grading Criteria Rubric and Conversion:

Students earn their course grades by completing scheduled assignments; no extra credit assignments are given. To satisfactorily pass this course, students must complete each of the graded items listed below. Failure to submit appropriate documents for scoring in each category will result in a failing grade.

Course Element	Points	Percent of Course Grade
Graded Problems	1000	59%
Capstones	500	29.4%
Discussion/Participation	200	11.6%
Total	1700	100%

Grade Points	Grade Percentage	Letter Grade
1530 – 1700	90.0 – 100 %	A
1360 – 1529	80.0 – 89.9 %	B
1190 – 1359	70.0 – 79.9 %	C
1020 – 1189	60.0 – 69.9 %	D
0 – 1019	00.0 – 59.9 %	F

Posting of Grades:

1. Grades will be posted on the Canvas Grade book where students can monitor their status.
2. Grades will be posted in a timely manner.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar:

The following schedule is tentative. If changes are necessary, they will be announced on Canvas. It is your responsibility to learn of any changes announced by your instructor.

Date	Chapter	Assignments
13 Jan	Intro	
15 Jan	CF 1	Understanding the Common Features of Microsoft Office
20 Jan	No Class	Martin Luther King, Jr BDay
22 Jan	BU 1 (Ch. 1)	Create, Navigate, Work With, and Print Worksheets
27 Jan	BU 1 (Ch. 2)	Formats, Functions, and Formulas
3 Feb	BU 1 (Capstone)	
10 Feb	BU 2 (Ch. 3)	Cell References, Named Ranges, and Functions
17Feb	BU 2 (Ch. 4)	Effective Charts

24 Feb	BU 2 (Capstone)	
2 Mar	BU 3 (Ch. 5)	Complex Conditional and Retrieval Functions
16 Mar	BU 3 (Ch. 6)	Integrating Complex Functions into Business Analysis
23 Mar	BU 3 (Capstone)	
30 Mar	BU 4 (Ch. 7)	Multiple Worksheets, Workbooks, and Templates
6 Apr	BU 4 (Ch. 8)	Building an Application with Multiple Worksheets and Workbooks
13 Apr	BU 4 (Capstone)	
20 Apr	BU 5 (Ch. 9)	Organize, Import, Export, and Cleanse Data Sets
27 Apr	BU 5 (Ch. 10)	Data Tables, Scenario Manager, and Solver
7 May	BU 5 (Capstone)	

: Important University Dates

Date	Description
13 Jan	Classes Begin for Fall Semester
15	Add, Drop, and Late Registration Begins for 16- and First 8-week Classes \$25 Fee assessed for late registrants
21	Deadline to Drop, First 8-week Classes with no record
20	Martin Luther King Day
29 Jan	Deadline to drop 16-week Classes with No Record
21 Feb	Deadline to drop First 8-week Classes with a Quit (Q) or withdrawal (W)
21	Class Schedule Published for Spring Semester
6 Mar	Deadline for Graduation Application for Ceremony Participation
9-12 Mar	Spring Break (no Classes, Admin Offices Open)
13 Mar	Spring Break University closed
8 May	Spring Semester Ends

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/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

Canvas Support:

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

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

Other Technology Support:

For log-in problems, 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): [<http://hdc.tamu.edu>]

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

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].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic 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.

For more [information regarding the Student Conduct process](https://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel),
[https://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel].

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0),
[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

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 Office 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 Office of Access and Inclusion at (254) 519-5797. 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) web page [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Important information for Pregnant and/or Parenting Students.

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related 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. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University’s Title IX Coordinator.

Tutoring.

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus 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 have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from 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 40 subject areas. Access Tutor.com through Canvas.

University Writing Center.

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.- 5:00

p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

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 UWC is here to help!

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 [WCOOnline](#). In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

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 85,000 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 24 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](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

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 TAMUCT, 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 Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

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].

Behavioral Intervention:

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, who are exhibiting behaviors that pose a threat to safety, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. You can complete the [referral \(Links to an external site.\)](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2]. Anonymous referrals are accepted. Please see the [Behavioral Intervention Team \(Links to an external site.\)](https://www.tamuct.edu/student-affairs/bat.html) website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

INSTRUCTOR POLICIES

Late work will not be accepted. Extra credit will not be given.

Copyright Notice.

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