**CTCT 3250/3253**

**Information Analysis**

*Spring 2020*

Business/Marketing Education

College of Education

Carrie Leffler

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Office Hours:

T/TR 11-12

Other times by appointment



**Syllabus - CTCT 3250/3253**

**Information Analysis**

| **Office:** 0303G Haley Center Auburn University  **Mailing Address:**  5040 Haley Center  Auburn University, AL 36849 | **INSTRUCTOR:** Carrie Leffler  **E-mail:** cleffler@auburn.edu  **Credit Hours**: 3 Semester Hours (Lecture 3)  **Prerequisite:** None  **Office Hours:** T/TR 11-12  Other times by appointment |
| --- | --- |

**TEXTS, RESOURCES and SUPPLIES:**

Cengage MindTap – see canvas

* **This is the textbook for the course and is not included in the All Access bookstore fee. MindTap must be purchased separately. Students may purchase Cengage Unlimited for access to textbook/MindTap.**

Microsoft Excel 2016 – Windows version

Cengage Mobile App

\*The Office of Information Technology, in a partnership with Microsoft, is giving each currently enrolled student access to full-versions of Microsoft Office and Office Mobile for FREE! This can be installed simultaneously on 5 devices and is available for PC, Mac, iOS, Android, and Windows Mobile. Learn more at <http://www.auburn.edu/oit/365>.

This course will require the use of Canvas. Canvas’s address is [https://Canvas.auburn.edu](https://blackboard.auburn.edu)

College of Business Virtual Lab: <https://view.harbert.auburn.edu/>  
College of Education Virtual Lab: <https://horizon.auburn.edu/>

* **This virtual lab contains the Windows version of Microsoft Office. All tasks cannot be completed on the Mac version of Excel, thus this is an option for completing assignments.**
* GMetrix practice software is located in the Apps folder on the desktop of the COB virtual lab. GMetrix can only be used on computers with the Windows operating system. Mac users should utilize the virtual lab when using GMetrix.
* **If you receive an error when signing into the virtual lab, make sure you have accepted the login in your Duo Mobile app. If the error persists, you must contact OIT for assistance.**
* **In addition to the virtual lab, Lowder 012/013 and the Learning Resource Center (Haley Center 3rd Floor) have labs available for use.**

**INFORMATION REGARDING CERTIFICATION EXAM**

**The Excel Core and Excel Expert Microsoft Office Specialist (MOS) exams are a requirement of this course.**

**Industry Credential Access Codes – The costs for Access Codes for this course will be $119.95, which gives students access to practice software and industry credential vouchers. See All Access Information link in Canvas for information regarding the Industry Credential Access Codes costs. This fee does not provide access to MindTap.**

**COURSE DESCRIPTION:**

Decision-making and business problem solving using microcomputer software applications including spreadsheets, database management programs, and operating systems. May

count either CTCT 3250 or CTCT 3253.

**COURSE OBJECTIVES:**

Upon completion of this course, students will be able to:

1. Explain terms associated with spreadsheets and database management software applications.
2. Use spreadsheet software to design, build, and format spreadsheets based upon standard accounting principles, as well as generate output.
3. Identify Excel concepts utilized in business decision making and apply concepts to perform complex tasks.
4. Demonstrate knowledge of accounting principles and personal and business finance.
5. Utilize Excel functions in data analyses to make informed business decisions.
6. Successfully pass the Microsoft Office Specialist Exam for Excel Core and Excel Expert.

\*\* Please note that the below assignments for Excel prepare you for the core and expert certification exams.

**COURSE OUTLINE:**\*Bold Assignments denote homework.

| **Date** | **Assignment(s)** |
| --- | --- |
| Week 1:  Jan. 8 - 10 | * 1. Go over Syllabus and get acquainted with MindTap!   2. Pre-test in Excel (does not count for a grade) |
| Week 2:  Jan. 13 - 17 | 1. Module 1: Getting Started with Excel   * Excel Module 1 Training – Apply * Excel Module 1 Sam Project 1 * Excel Module 1 Sam Project 2 * Excel Module 1 Sam Exam   2. Module 2: Formatting Workbook Text and Data   * Excel Module 2 Training – Apply * Excel Module 2 Sam Project 1 * Excel Module 2 Sam Project 2 * Excel Module 1 Sam Exam |
| Week 3:  Jan. 20 - 24 | 1. Module 3: Performing Calculations with Formulas and Functions   * Excel Module 3 Training – Apply * Excel Module 3 Sam Project 1 * Excel Module 3 Sam Project 2 * Excel Module 3 Sam Exam   **M.L. King, Jr. Day (No Class – January 20)** |
| Week 4:  Jan. 27 - 31 | 1. Module 4: Analyzing and Charting Financial Data   * Excel Module 4 Training – Apply * Excel Module 4 Sam Project 1 * Excel Module 4 Sam Project 2 * Excel Module 4 Sam Exam   2. Module 6: Managing Multiple Worksheets and Workbooks   * Excel Module 6 Training – Apply * Excel Module 6 Sam Project 1 * Excel Module 6 Sam Project 2 * Excel Module 6 Sam Exam |
| Week 5:  Feb. 3 - 7 | 1. GMetrix Practice for Excel Certification Exam   * GMX Practice Exam 1 – Training and Testing Mode * GMX Practice Exam 2 – Training and Testing Mode * GMX Practice Exam 3 – Training and Testing Mode |
| Week 6:  Feb. 10 - 14 | **Excel Core Certification** |
| Week 7:  Feb. 17 - 21 | 1. Module 5: Working with Excel Tables, PivotTables, and PivotCharts   * Excel Module 5 Training – Apply * Excel Module 5 Sam Project 1 * Excel Module 5 Sam Project 2 * Excel Module 5 Sam Exam |
| Week 8:  Feb. 24 - 28 | 1. Module 11: Analyzing Data with Business Intelligence   * Excel Module 11 Training – Apply * Excel Module 11 Sam Project 1 * Excel Module 11 Sam Project 2 * Excel Module 11 Sam Exam |
| Week 9:  Mar. 2 - 6 | 1. Module 7: Developing an Excel Application   * Excel Module 7 Training – Apply * Excel Module 7 Sam Project 1 * Excel Module 7 Sam Project 2 * Excel Module 7 Sam Exam |
| Week 10:  Mat. 9 - 13 | **Spring Break (No Assignments)** |
| Week 11:  Mar. 16 - 20 | 1. Module 9: Exploring Financial Tools and Functions   * Excel Module 9 Training – Apply * Excel Module 9 Sam Project 1 * Excel Module 9 Sam Project 2 * Excel Module 9 Sam Exam   2. Module 10: Performing What-If Analyses   * Excel Module 10 Training – Apply * Excel Module 10 Sam Project 1 * Excel Module 10 Sam Project 2 * Excel Module 10 Sam Exam |
| Week 12:  Mar. 23 - 27 | 1. Module 8: Working with Advanced Functions   * Excel Module 8 Training – Apply * Excel Module 8 Sam Project 1 * Excel Module 8 Sam Project 2 * Excel Module 8 Sam Exam |
| Week 13:  Mar. 30 - Apr. 3 | 1. Module 8   * Advanced Functions Supplemental Projects (See Canvas) |
| Week 14:  Apr. 6 - 10 | 1. GMetrix Practice for Excel Expert Certification Exam   * GMX Practice Exam 1 – Training and Testing Mode * GMX Practice Exam 2 – Training and Testing Mode * GMX Practice Exam 3 – Training and Testing Mode |
| Week 15:  Apr. 13 - 17 | 1. GMetrix Practice for Excel Expert Certification Exam   * GMX Practice Exam 1 – Training and Testing Mode * GMX Practice Exam 2 – Training and Testing Mode * GMX Practice Exam 3 – Training and Testing Mode |
| Week 16:  Apr. 20 - 24 | **Excel Expert Certification** |

**COURSE REQUIREMENTS:**

1. Read each chapter. It is important to understand the concepts in addition to working through the application.
2. Complete and turn in assignments at the assigned time (See Canvas and MindTap) – through MindTap or as assigned in class. **This is a very fast-paced course. You must stay on schedule with assignments.** Late assignments will **NOT BE ACCEPTED**. All projects will be evaluated on accuracy, completeness, professional appearance, and ability to follow directions. If assignments are not your own individual work, you will receive a “0” for the assignment.
3. Complete problem-solving applications and project-based assignments.
4. Complete the Microsoft Office Specialist (MOS) Certification Exam for Excel Core and Excel Expert 2016. All certification exams **must be proctored at a Certiport approved testing center** if not testing on Auburn University’s campus. This may require additional testing fees. See [www.certiport.com](http://www.certiport.com) for details.
5. Check your Auburn email **daily**. I will communicate with you via Auburn email and you should communicate with me via Auburn email. I do not check Canvas discussion/email unless I am grading, and it is not a good way to contact or communicate with me (unless you are posting information about your assignment).

**GRADING:**

| **ITEM** | **Percentage** | **DUE DATE** |
| --- | --- | --- |
| Excel Core Weekly Assignments | 20% | Dates vary (see MindTap) |
| Excel Expert Weekly Assignments | 25% | Dates vary (see MindTap) |
| Module Examinations | 20% | Dates vary (see MindTap) |
| Excel Core Certification\* | 20% | Due Week 6 |
| Excel Expert Certification\* | 10% | Due Week 16 |
| Attendance/Participation | 5% |  |
| **Total Possible Percentage** | **100%** |  |

The following grading scale will be used:

| **Grade** | **Letter Grade** |
| --- | --- |
| 90% - 100 % | = A |
| 80% - 89.9% | = B |
| 70% - 79.9% | = C |
| 60% - 69.9% | = D |
| Below 60% | = F |

\*Microsoft Office Special Certification exam grades will be assessed as follows:

Passing scores of 700 or more will result in a grade of 100. Failing scores (less than 700) will result in the percentage correct on the exam. For example, a student scoring 650/1000 will receive a grade of 65. Any student who does not pass on the first attempt must retake the exam. Failure to retake the exam will result in a zero being averaged into the certification score. In addition, any student who misses his/her certification exam time must provide a university approved excuse or a zero will be averaged into the certification score.

Attendance/Participation – Attendance and participation is critical for success in this course. Students will be assessed based on class attendance and participation in class discussions. Attendance may be taken each class day or at the discretion of the instructor through the use of the Cengage Mobile App. Distance students will participate in the course via Canvas discussions. Each student must answer the question (no single sentence responses) and thoughtfully respond to at least one other comment.

Course Policy Statements:

1. University Policies will be followed in this class ([https://sites.auburn.edu/admin/universitypolicies/default.aspx](https://cas.auburn.edu/owa/redir.aspx?C=d112a881837c43d68bb32f2890a8b3c1&URL=https%3a%2f%2fsites.auburn.edu%2fadmin%2funiversitypolicies%2fdefault.aspx)). Students must attend all class meetings and participate in all classroom exercises. Should students need to be absent for any reasons, please contact the course instructor before missing that class meeting. Students are responsible for initiating arrangements for missed work due to excused absences. Make-up quizzes and exams will be given only for University-approved excuses as outlined in the. Arrangements to take the make-up a quiz or an exam must be made in advance. Students who miss a quiz or an exam because of illness need a doctor’s statement for verification of sickness and should clear the absence with the instructor the day they return to class. Other unavoidable absences from campus must be documented and cleared with the instructor in advance. Unannounced quizzes cannot be made up under any circumstances.
2. [Student Policy eHandbook](https://cas.auburn.edu/owa/redir.aspx?C=07369a59c7584cb2ba6b743ce10e2a1e&URL=http%3a%2f%2fwww.auburn.edu%2fstudent_info%2fstudent_policies%2f) will be followed; the URL is [www.auburn.edu/studentpolicies](https://cas.auburn.edu/owa/redir.aspx?C=07369a59c7584cb2ba6b743ce10e2a1e&URL=http%3a%2f%2fwww.auburn.edu%2fstudentpolicies)
3. Accommodations: Students who need accommodations are asked to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by e-mail. If you have not established accommodations through the PSD office, but need accommodations, make an appointment with The Program for Students with Disabilities, 1228 Haley Center, 844-2096 (V/TT).
4. Honesty Code: The University Academic Honesty Code and Policies will be followed pertaining to Cheating will apply to this class.
5. Approved proctor necessary for closed resource exams.
6. Professionalism: As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College’s conceptual framework. These professional commitments or dispositions are listed below:
   1. Engage in responsible and ethical professional practices
   2. Contribute to collaborative learning communities
   3. Demonstrate a commitment to diversity
   4. Model and nurture intellectual vitality
7. The instructor reserves the right to make changes to the syllabus, class requirements, and schedule.
8. Writing Center:  The Miller Writing Center provides free support on any writing you are doing while at Auburn, whether for a course or not. Trained consultants are available to work with you as you plan, draft, and revise your writing. For students in distance courses and students temporarily away from Auburn’s campus, the Miller Writing Center offers synchronous online consultations. Please check the Miller Writing Center website ([www.auburn.edu/writingcenter](http://www.auburn.edu/writingcenter)) for instructions and information about scheduling online appointments. If you have questions about the Miller Writing Center, please email [writctr@auburn.edu](mailto:writctr@auburn.edu) or call 334-844-7475 M-F 7:45am-4:45pm