**CTCT 3250 Distance**

**Information Analysis**

*Spring 2022*

Business/Marketing Education

College of Education

Carrie Leffler

cal0065@auburn.edu

Zoom Office Hours:

Tuesday 11:00 am – 12:00 pm

Thursday 11:00 am – 12:00 pm

Other times by appointment



**Syllabus - CTCT 3250 Distance**

**Information Analysis**

| **Office:**0303G Haley CenterAuburn University**Mailing Address:**5040 Haley CenterAuburn University, AL 36849 | **INSTRUCTOR:** Carrie Leffler**E-mail: cal0065**@auburn.edu**Credit Hours**: 3 Semester Hours (Lecture 3)**Prerequisite:** None**Office Hours:** Tuesday 11:00 am – 12:00 pm, Thursday 11:00 am – 12:00 pm, Other times by appointment |
| --- | --- |

**TEXTS, RESOURCES and SUPPLIES:**

1. Cengage MindTap – see canvas
* **This is the textbook (New Perspectives Microsoft Office 365 & Office 2019, Comprehensive) for the course and is not included in the All Access bookstore fee. MindTap must be purchased separately. Students must purchase Cengage Unlimited or single class code for access to textbook/MindTap.**
1. Microsoft Excel 2019 – Windows version

\*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>.

1. Cengage Mobile App

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

Remote Desktop Client:
[MacBook Install](https://auburn.service-now.com/it?id=kb_article_view&sysparm_article=KB0011389&sys_kb_id=dffe246c1b2764109040bbb1cd4bcb5c&spa=1) [MacBook File Saving for Remote Desktop Client](https://auburn.service-now.com/it?id=kb_article_view&sysparm_article=KB0011388&sys_kb_id=847aeca01b2764109040bbb1cd4bcb6b&spa=1)
[Windows Install](https://auburn.service-now.com/it?id=kb_article_view&sysparm_article=KB0011387&sys_kb_id=55edeb981bab24109040bbb1cd4bcbab&spa=1) [Windows File Saving for Remote Desktop Client](https://auburn.service-now.com/it?id=kb_article_view&sysparm_article=KB0011390&sys_kb_id=cf647b5c1beb24109040bbb1cd4bcb11&spa=1)
[Chromebook Install](https://auburn.service-now.com/it?id=kb_article_view&sysparm_article=KB0011391&sys_kb_id=4b9d73d81b6f24109040bbb1cd4bcb3f&spa=1) [Chromebook File Saving for Remote Desktop Client](https://auburn.service-now.com/it?id=kb_article_view&sysparm_article=KB0011392&sys_kb_id=4bb410ec1b2364109040bbb1cd4bcb06&spa=1)

Virtual Labs:
College of Business: <https://harbert.auburn.edu/about/offices-services/its/virtual-lab.html>
College of Education: <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 – the virtual lab does not use the Duo Mobile call or text features; you must use the push method. If the error persists, you must contact OIT for assistance.** [**Duo Mobile Assistance**](https://auburn.service-now.com/it?id=kb_article_view&sys_kb_id=430dda30dbda720078e3f6e9af961956)
* **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 Associate/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 $120.95, 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 3250 Distance.

**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 Associate/Core and Excel Expert.

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

**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 **only be accepted up to two days late with a 25% penalty.** 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.
	* **Assignments should be completed in the following order after reading the textbook module:**
		1. **Module Training (use Firefox browser)**
		2. **Complete Module Project A while watching Module Lecture**
		3. **Module Critical Thinking Project C**
		4. **Module Exam (use Firefox browser)**
3. Complete problem-solving applications and project-based assignments.
4. Complete the Microsoft Office Specialist (MOS) Certification Exam for Excel Associate/Core and Excel Expert 2019. 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). **All emails should contain the course and section in the subject line (Example: CTCT 3250 ###)**.

**COURSE OUTLINE:**

| **Date** | **Assignment(s)** |
| --- | --- |
| Week 1: Jan 10-14 | 1. Go over Syllabus and get acquainted with MindTap! – **Due Sunday, January 16**2. Pre-test in Excel (does not count for a grade)3. Syllabus Quiz4. Introduction Discussion |
| Week 2: Jan 17-21 | 1. Module 1: Getting Started with Excel – **Due Sunday, January 23*** Excel Module 1 Training – Apply
* Excel Module 1 Sam Project A
* Excel Module 1 Sam Project C Critical Thinking
* Excel Module 1 Sam Exam

2. Discussion**Monday, January 17 – M.L. King, Jr. Day – No Class** |
| Week 3:Jan 24-28 | 1. Module 2: Formatting Workbook Text and Data – **Due Thursday, January 27*** Excel Module 2 Training – Apply
* Excel Module 2 Sam Project A
* Excel Module 2 Sam Project B
* Excel Module 2 Sam Exam

2. Module 3: Performing Calculations with Formulas and Functions – **Due Sunday, January 30*** Excel Module 3 Training – Apply
* Excel Module 3 Sam Project A
* Excel Module 3 Sam Project B
* Excel Module 3 Sam Exam

3. Discussion |
| Week 4:Jan 31-Feb 4 | 1. Module 4: Analyzing and Charting Financial Data – **Due Thursday, February 3*** Excel Module 4 Training – Apply
* Excel Module 4 Sam Project A
* Excel Module 4 Sam Project B
* Excel Module 4 Sam Exam

2. Module 5: Generating Reports from Multiple Worksheets and Workbooks – **Due Sunday, February 6*** Excel Module 5 Training – Apply
* Excel Module 5 Sam Project A
* Excel Module 5 Sam Project B
* Excel Module 5 Sam Exam

3. Discussion |
| Week 5: Feb 7-11 | 1. Module 6: Managing Data with Data Tools* Excel Module 6 Training – Apply – **Due Thursday, February 10**
* Excel Module 6 Sam Project A – **Due Thursday, February 10**
* Excel Module 6 Sam Project B – **Due Sunday, February 13**
* Excel Module 6 Sam Exam – **Due Sunday, February 13**

2. Discussion |
| Week 6: Feb 14-18 | 1. GMetrix Practice for Excel Certification Exam * Excel Associate Practice Exam 1 – Training Mode – **Due Thursday, February 17**
* Excel Associate Practice Exam 1 – Testing Mode – **Due Thursday, February 17**
* Excel Associate Practice Exam 2 – Training Mode – **Due Thursday, February 17**
* Excel Associate Practice Exam 2 – Testing Mode – **Due Sunday, February 20**
* \*Excel Associate Skill Review – Training Mode – **Due Sunday, February 20**
* \*Excel Associate Skill Review – Testing Mode – **Due Sunday, February 20**

2. Discussion\*You choose which skill review of the three to complete.\*\*It is recommended to complete assignments multiple times to prepare for the certification exam. In addition, there are other skill review practice exams in GMetrix and training and testing assignments in MindTap that may assist in preparation for the certification. |
| Week 7: Feb 21-25 | **Excel Associate/Core Certification*** Excel Associate Certification Exam

Exams will be offered at the following times and must be scheduled in Canvas calendar:* Tuesday, February 22 11:00 am – 10 appointments
* Tuesday, February 22 2:00 pm – 10 appointments
* Wednesday, February 23 9:00 am – 10 appointments
* Wednesday, February 23 11:00 am – 10 appointments

**Retakes will be Thursday and Friday for any student who does not pass on the first attempt.** |
| Week 8:Feb 28-Mar 4 | 1. Module 7: Summarizing Data with PivotTables* Excel Module 7 Training – Apply **–** **Due Thursday, March 3**
* Excel Module 7 Sam Project A **–** **Due Thursday, March 3**
* Excel Module 7 Sam Project B – **Due Sunday, March 6**
* Excel Module 7 Sam Exam – **Due Sunday, March 6**

2. Discussion |
| Week 9:Mar 7-11 | **Spring Break – No Class** |
| Week 10:Mar 14-18 | 1. Group Projects – **Due Sunday, March 20**2. Discussion |
| Week 11:Mar 21-25 | 1. Module 8: Performing What-If Analyses* Excel Module 8 Training – Apply – **Due Thursday, March 24**
* Excel Module 8 Sam Project A – **Due Thursday, March 24**
* Excel Module 8 Sam Project B – **Due Sunday, March 27**
* Excel Module 8 Sam Exam – **Due Sunday, March 27**

2. Discussion |
| Week 12:Mar 28-Apr 1 | 1. Module 9: Exploring Financial Tools and Functions* Excel Module 9 Training – Apply – **Due Thursday, March 31**
* Excel Module 9 Sam Project A – **Due Thursday, March 31**
* Excel Module 9 Sam Project B – **Due Sunday, April 3**
* Excel Module 9 Sam Exam – **Due Sunday, April 3**

2. Discussion |
| Week 13:Apr 4-8 | 1. Module 10: Analyzing Data with Business Intelligence Tools* Excel Module 10 Training – Apply – **Due Thursday, April 7**
* Excel Module 10 Sam Project A – **Due Thursday, April 7**
* Excel Module 10 Sam Project B – **Due Sunday, April 10**
* Excel Module 10 Sam Exam – **Due Sunday, April 10**

2. Discussion |
| Week 14:Apr 11-15 | 1. Module 11: Exploring PivotTable Design – **Due Thursday, April 14*** Excel Module 11 Training – Apply
* Excel Module 11 Sam Project A
* Excel Module 11 Sam Project B
* Excel Module 11 Sam Exam

2. Module 12: Developing an Excel Application – **Due Monday, April 18*** Excel Module 12 Training – Apply
* Excel Module 12 Sam Project A
* Excel Module 12 Sam Project B
* Excel Module 12 Sam Exam

3. Discussion |
| Week 15:Apr 18-22 | 1. GMetrix Practice for Excel Expert Certification Exam* Excel Expert Practice Exam 1 – Training Mode – **Due Thursday, April 21**
* Excel Expert Practice Exam 1 – Testing Mode – **Due Thursday, April 21**
* Excel Expert Practice Exam 2 – Training Mode – **Due Thursday, April 21**
* Excel Expert Practice Exam 2 – Testing Mode – **Due Sunday, April 24**
* \*Excel Associate Skill Review – Training Mode – **Due Sunday, April 24**
* \*Excel Associate Skill Review – Testing Mode – **Due Sunday, April 24**

2. Discussion\*You choose which skill review of the two to complete.\*\*It is recommended to complete assignments multiple times to prepare for the certification exam. In addition, there are other skill review practice exams in GMetrix and training and testing assignments in MindTap that may assist in preparation for the certification. |
| Week 16:Apr 25-29 | **Excel Expert Certification*** Excel Expert Certification Exam

Exams will be offered at the following times and must be scheduled in Canvas calendar:* TBD
 |
| Final Exams:May 2-6 | **Final Exams Week*** No Final Exam
 |

**GRADING:**

| **ITEM** | **Percentage** | **DUE DATE** |
| --- | --- | --- |
| Excel Associate/Core Weekly Assignments | 20% | Dates vary (see MindTap) |
| Excel Expert Weekly Assignments | 20% | Dates vary (see MindTap) |
| Module Examinations | 10% | Dates vary (see MindTap) |
| Certification Prep Assignments (GMetrix) | 15% | Dates vary (see Schedule) |
| Excel Associate/Core Certification\* | 20% | Due Week 7 |
| Excel Expert Certification\* | 10% | Due Week 15 |
| Attendance/Participation | 5% | Weekly |
| **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 or call 334-844-7475 M-F 7:45am-4:45pm

**Contingency Policy:**If normal class and/or lab activities are disrupted due to illness, emergency, or crisis situation (such as an H1N1 flu outbreak), the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum to your syllabus and/or course assignments will replace the original materials. In the event of a disruption, students should contact the GTA for the course.

**Statement on COVID-19 Physical Distancing:**Face coverings are not a substitute for physical distancing. Students shall observe physical distancing guidelines where possible in the classroom, laboratory, and in public spaces.

Students should avoid congregating around doorways before or after class sessions. If the instructional space has designated entrance and exit doors students are required to use them. Students should exit the instructional space immediately after the end of instruction to help ensure social distancing and allow for the persons attending the next scheduled class session to enter.

**Face Covering Policy:**In response to COVID-19, and in alignment with Auburn University's Presidential directives, and local, state, and national health official guidelines face coverings are required at all times while on campus, except when alone in a private office. This includes the classroom, laboratory, studio, creative space, or any type of in-person instructional activity, and public spaces. "A “face covering” is defined as a “covering that fully covers a person’s nose and mouth, including without limitation, cloth face mask, surgical mask, towels, scarves, and bandanas.

If a student has a medical exception to the face covering requirement, please contact the Office of Accessibility to obtain appropriate documentation.

Given the recent surge in COVID-19 cases across our state and nation, Auburn University will require**all individuals to wear face coverings inside all Auburn University buildings and on university transportation (including Tiger Transit), beginning Tuesday, Aug. 3.**

**Possibility of Going Remote:**

In the event that the University is forced to move to fully online instruction, please be assured that the learning goals and outcomes of the course will not change; however, some aspects of the course will change in terms of the mode of delivery, participation, and testing methods. Those details will be shared via a Canvas Announcement within 24 hours of the announcement that we are going remote. Please be prepared for this contingency by ensure that you have access to a computer and Internet.

**Assignment/Schedule Subject to Change due to Pandemic:**

The course schedule and assignments are designed with the most up-to-date information and policies in mind. If the situation changes I will make every effort to keep the schedule as consistent as possible; however, please note that the due dates for assignments and tests may be changed during the semester in response to the changing health and safety requirements or policies of the University. When changes are made, they will be communicated via Canvas Announcement, Canvas message, and all assignment due dates will be updated.

**In the Event a Student in Class Tests Positive:**

Students must conduct daily health checks in accordance with [CDC guidelines](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html). Students testing positive for COVID-19, exhibiting COVID-19 symptoms or who have been in direct contact with someone testing positive for COVID-19 will not be allowed to attend in-person instructional activities and must leave the venue immediately. Students should contact the [Student Health Center](https://cws.auburn.edu/aumc/) or their health care provider to receive care and who can provide the latest direction on quarantine and self-isolation. Contact your instructor immediately to make instructional and learning arrangements.

**In the Event Instructor Tests Positive or Must Quarantine:**

If I am unable to attend our F2F portions of the class, we will transition to a fully online course until I am allowed to return. If I become ill or unable to lead the class, a backup instructor will be identified and they will communicate any changes or updates to the course schedule or mode of instruction as soon as possible.

**Zoom Policies:**

When we meet on Zoom, your attendance, attention, and participation are expected. Zoom participation requires you to keep your video on and your microphone muted when you are not speaking. Although you may be participating from your domicile, our Zoom meetings are professional interactions. You should dress and behave as you would in a normal F2F classroom. To the extent possible, please minimize distractions in the background. I reserve the right to dismiss anyone from a Zoom meeting whose environment or behavior is distracting or problematic. If you have any issues with sharing your video feed, adhering to this policy, or anything else related to your use of Zoom please notify me via email in the first week of class. I’m happy to consider and provide accommodations, but you will need to be in communication with me.

**Attendance:**

Your health and safety, and the health and safety of your peers, are my top priorities. If you are experiencing any symptoms of COVID-19, or if you discover that you have been in close contact with others who have symptoms or who have tested positive, you should not attend in-person classes. You will not be penalized for such an absence nor will you be asked to provide formal documentation from a healthcare provider. My hope is that if you are feeling ill or if you have been exposed to someone with the virus, you will stay home to protect others. I don’t want the need for documentation to discourage you from self-isolating when you are experiencing symptoms.

Please do the following in the event of an illness or COVID-related absence:

* Notify me in advance of your absence if possible
* Keep up with coursework as much as possible
* Participate in class activities and submit assignments electronically as much as possible
* Notify me if you require a modification to the deadline of an assignment or exam

Finally, if remaining in a class and fulfilling the necessary requirements becomes impossible due to illness or other COVID-related issues, please let me know as soon as possible so we can discuss your options.