

**UNC CHARLOTTE
BELK COLLEGE OF BUSINESS**

**BUSA 2130 – Introduction to Business Computing – Spring 2017
MW 8:00 – 9:15am Friday 339**

Course Instructors:

Dr. A. Stylianou,
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Office: Friday 266B
Office hours: MTW 10:45-11:45
and by appointment

Dr. V. Vasudev,
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and by appointment

Mr. J. Martin,
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and by appointment

Syllabus

This syllabus contains the policies and expectations we have established for this course. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Unless you are prepared to abide by these policies and expectations, you risk losing the opportunity to participate further in the course.

The standards and requirements set forth in this syllabus may be modified at any time by the instructor. Notice of such changes will be by announcement in class and/or by changes to this syllabus posted on the course Canvas website.

Catalog Description

Application of spreadsheet software to solve business problems. An introduction to basic and advanced Excel functionalities. Fundamental programming methods for Excel VBA to automate tasks to improve productivity.

Prerequisite(s): ITCS 1212 with a grade C or above, or permission of department.

Course Learning Objectives

- Develop strong proficiency in using Microsoft Excel to support decision making
- Develop skills in the use of Excel and related decision support and visualization tools to analyze data
- Develop skills in object-oriented programming to automate tasks in Excel

Course Format

The course will be divided into the following three phases, each lead by a different professor:

- **Phase 1: Microsoft Excel – Dr. Stylianou** (5.5 weeks)
This phase of the course will be delivered in a hybrid format. Students are expected to read and practice each assigned module and complete the online training **BEFORE** coming to class. Online training includes tutorials and videos, as well as exams and projects that are graded automatically. Unless otherwise indicated, there is no course credit for completing this work; it is, however, **required to be completed before class**. There will be no lecture on the material. Rather, the class time will be used to assist/coach students in completing a review assignment and/or case study or to work on assigned projects.
- **Phase 2: Excel Decision Support - Applied Analytics Tools – Dr. Vasudev** (5 weeks)
- **Phase 3: Excel Automation – VBA Programming & Macro Development – Mr. Martin** (5 weeks)

Course Materials

- (1) Bundle: New Perspectives Microsoft® Office 365 & Excel 2016: Comprehensive, Loose-leaf Version + MindTap® Computing, 1 term (6 months) Printed Access Card by Parsons/Oja/Carey/DesJardins. **Bundle ISBN# 9781337213073**

- (2) VBA for Modelers, Developing Decision Support Systems with Microsoft Office Excel Fourth Edition by S. Christian Albright, published by South-Western CENGAGE Learning, Mason, OH 45040; ISBN# 9781285869612

Please Note: Please note that the MindTap resource that is included in the bundle contains a Key Code that will only work if it has not been used before! The bookstore keeps textbooks in stock for only a limited time, so make sure to get yours as quickly as possible.

Platform & Workload

- Course materials will be accessible through Canvas.
- We will **only** be using the MS Windows 2016 version of Microsoft Excel in this class. All Excel homework, projects and assignments must be completed in the **2016 version**.
- To successfully complete the required assignments in this course, students will need access to a personal computer. The course is taught primarily through a Microsoft Windows environment. While it is possible to do much of the coursework using Macintosh OS, there may be instances in which program functionality may differ. Should such instances occur, students are encouraged to use the Windows-based computers that are provided in the labs of the Friday Building and elsewhere on campus.
- Skills learned in this class will be applied again and again in the classroom and in professional settings. Consequently, students are expected to work hard in this course to develop these skills. It is expected that students will spend 15-20 hours per week to study and practice. It is each student’s responsibility to manage other commitments to allow sufficient time to succeed in mastering the material and to complete assignments on time.

Grading

The grade breakdown by component is provided below:

Component	Percentage
Exams (3 @ 20% each)	60%
Projects (8 @ 5% each)	40%
Total	100%

The final letter grade will be calculated based on the following 10-point scale. No additional rounding will occur.

A: 90% and above; B: 89.9-80%; C: 79.9-70%; D: 69.9-60%; F: Below 60%.

Students will have access to their exam and project grades via Canvas. The course grades posted on Canvas are for informational purposes only. The official overall grade is computed and kept in the instructor’s grade book.

Exams: An exam will be given at the end of each Phase.

Projects: All projects assigned for grade are to be completed individually by each student. No collaboration among students is permitted.

SAM Projects will be completed by downloading files from SAM and following the steps outlined in each project. Students save their work and upload the file back into SAM for grading. Each project can be submitted 3 times and the highest grade will be recorded. After each submission a graded project report is generated allowing students to fix the errors and re-submit the file.

Very Important!!! Once you have completed a SAM Project, you must click the “Exit” button to submit it and receive your score. At that time, you will get a score window box from SAM. Save the score window as the proof that you have done the project. Without clicking the “Exit” button, you will not get any credit

from the SAM system for the project. Appeals for zero grades in projects resulting from not clicking the "Exit" button will not be accepted, even you have really completed the project. It is the responsibility of students to ensure that their work is properly submitted for grading.

When projects are assigned, each student will download a start file that is uniquely assigned to that student. **The SAM software will detect any attempts at sharing start files and copying and pasting of information between files. In the event that students are flagged by the system for any of these actions, all the students involved will receive an automatic zero on that assignment. Additional occurrences will invoke the academic integrity review process.**

Other Course Policies

Attendance Policy

Students must attend all lectures, labs, quizzes, examinations and presentations and are expected to contribute actively to the class discussions. Class attendance is highly correlated with learning the material and performing well on the course examinations. Tardiness or early departure are disruptive and are, of course, discouraged. Note that (1) some topics discussed in the classroom are not covered adequately in the textbook, thus the instructor will present alternative approaches, and (2) historically, those who skip the class tend to make less than their target grades. Students will be held responsible for any material covered, announcements made, assignments passed out, and any other type of work that they may miss during any absence from class.

Class Preparation and Participation

Students are expected to study the textbook and other posted materials (tutorials, notes, videos, presentations, etc.) **prior to each respective class session**. Additionally, students must be prepared to intelligently contribute to active class discussions and answer questions related to the current topics.

Class Cancellation

In the event that the professor is unable to attend class or the University is closed unexpectedly, assume the material will be moved forward to the next meeting unless otherwise specified. Recorded lectures may also be posted on Canvas to avoid impacting the course schedule.

Instructor Tardiness

If the professor is late in arriving to class, students must wait a full 20 minutes after the start of class before leaving without being counted absent, or must follow any written instructions given about an anticipated tardiness.

Exams

Make-up exams will NOT be given except in cases of serious medical emergencies as evidenced by a written doctor's excuse. Permission must be obtained from the professor prior to the scheduled exam time. Students missing an exam with an approved excuse will be allowed to make up the exam with the professor's approval during the final exam period.

Exam reviews will be available during office hours or by appointment for one week after exam grades are posted.

Exams are closed book and closed notes, no exceptions. Exams are a form of intellectual property belonging to those who create them. Therefore, the exam materials must remain in the instructor's possession or control at all times. Exams may not be taken outside of the lecture hall or copied for any reason. Failure to return an exam after taking or reviewing it or removing an exam from the instructor's presence at any time or copying an exam will be

considered theft of intellectual property. Such action will result in an exam grade of zero and may warrant further disciplinary action.

Assignments/Projects

You must complete each individual project/assignment on your own. Any sharing between students will be considered a violation of the Academic Integrity Code and will result at a minimum in a grade of zero for the project/assignment with a possibility for further disciplinary action.

Due Dates Policy

A deadline is like a ticket for a cruise. If you arrive after the scheduled departure time, the ship will have sailed without you and your ticket (homework) will be worthless. Late homework and projects will not be accepted, and will receive a grade of zero. If you know you will miss class, make arrangements to turn in your work ahead of time.

Grade Appeals Policy

If you believe that the grade you received on an assignment or an exam was in error or unfair, you can appeal to the professor in writing within 7 calendar days after the grades are posted. The appeal should clearly state the reasons why you believe the grade to be unfair or the nature of the error. Overdue appeals will not be considered.

Appeals for SAM assignments, must be accompanied by a copy of the score window that you have saved as a proof of completion of the assignment. Without the score window, the appeal for the assignment will not be accepted. Please make it a habit to take a screenshot after finishing a project and saving it for your records.

Class Behavior Policy

Disruptive behavior distracts from the ability of others to profit from their in-class experience. Such behavior includes but is not limited to arriving late, leaving early, having side conversations, making unnecessary comments that add no value to the class, surfing the net, and any activities that negatively impact the ability of other students to learn and/or listen in class.

Rude and inappropriate behavior **will not be tolerated**. Since it is my responsibility to provide an environment that is conducive to learning for everyone in the class, I will deduct points from the grade of any student who chooses to repeatedly distract others. In particularly egregious cases, I will have the student permanently removed from the class.

Under no circumstances will students be permitted to spend their class time working on assignments for other classes, checking e-mail, surfing the Web, texting, or engaging in activities not related to the class. Attempts to engage in such behavior will be reflected in lower grades and may lead to removal from the course.

Electronic Devices in Class

Use of computing, communication, or other devices during the class time for purposes other than those required for the class is prohibited and may result in being asked to leave the classroom for the remainder of the class period. This includes the use of laptops, lab computers, phones or other devices for Internet browsing, game playing, reading news, emailing, texting, chatting, IM, Facebook, or other activities not required for the class. **Cellular phones and other communication devices must be silenced and stored away during class.**

Academic Integrity

As a program that helps to create business and government leaders, the College of Business has an obligation to ensure academic integrity is of the highest standards. Standards of academic integrity will be enforced in this course.

University regulations will be strictly enforced in all cases of academic irregularities, cheating or plagiarism or any variations thereof. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be his/her own work.

All UNCC students have the responsibility to be familiar with and to observe the requirements of The **UNCC Code of Student Academic Integrity** (see the Catalog and also <http://integrity.uncc.edu/>). This code forbids cheating, fabrication or falsification of information, multiple submission of academic work, plagiarism of written materials and software projects, abuse of academic materials (such as library books on reserve), and **complicity in academic dishonesty** (helping others to violate the code). Additional examples of violation of the Code include:

- Representing the work of others as your own.
- Using or obtaining unauthorized assistance in any academic work.
- Giving unauthorized assistance to other students.
- Modifying, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
- Misrepresenting the content of submitted work.

Students are expected to report cases of academic dishonesty they become aware of to the course instructor who is responsible for dealing with them.

For this course, it is permissible to assist classmates in general discussions about the homework. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and laboratory exercises. Students may not "work together" on graded assignments. Such collaboration constitutes cheating, unless it is a group assignment. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor or the TA, not other classmates.

Any further specific requirements or permission regarding academic integrity in this course will be stated by the instructor, and are also binding on the students in this course. Students who violate the code can be punished to the extent of being permanently expelled from UNCC and having this fact recorded on their official transcripts. The normal penalty is zero credit on the work involving dishonesty and further substantial reduction of the course grade. In almost all cases, the course grade is reduced to "F."

If you are unclear about whether a particular situation may constitute an honor code violation, you should meet me to discuss the situation. Feel free to discuss the definition of cheating and/or plagiarism with me if you are unclear on these terms or have questions about the acceptability of a particular type of action.

The instructor may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.

Disability Accommodations

Students in this course seeking accommodations to disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations. If you have a disability that qualifies you for academic accommodations, please provide a letter of accommodation from the Office of Disability Services. For more information regarding accommodations, please contact the Office of Disability Services at 704.687.4355 or stop by their office in 230 Fretwell.

Diversity

The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

Incomplete Grade Policy

Receiving a grade of incomplete ("I") is not based solely on a student's failure to complete work or as a means of raising his/her grade by doing additional work after the grade report time. An incomplete grade can be given only when a student has a serious medical problem or other extenuating circumstance that legitimately prevents completion of required work by the due date. In any case, for a student to receive an 'I' grade, the student's work to date should be passing, he/she must have completed a significant portion of the course, and the student must provide proper written proof (e.g., a doctor's note) of the extenuating circumstances.

Religious Accommodation for Students Policy

The instructor will observe University Policy 409 (<https://legal.uncc.edu/policies/up-409>) on matters of religious accommodation. Please note that the procedure prescribed by this policy requires a notice to the instructor prior to the census date of the semester (typically the tenth day of instruction).

Course Changes Policy

The instructor reserves the right to make any necessary changes to the course content, schedule, and policies. Changes will be announced in class and will also be posted online.

Tentative Class Schedule

Date	Topic	Assigned Reading	Assignment/Project Due Dates
Jan 9	Course Introduction Phase I: Microsoft Excel Module 1	Module 1	
11	Module 2	Module 2	
16	MLK Day - No Class		
18	Module 3	Module 3	
23	Module 4	Module 4	Mod 3 – Project 1
25	Module 5	Module 5	Mod 4 – Cap Project
30	Module 7	Module 7	Mod 5 – Project 2
Feb 1	Module 8	Module 8	
6	Module 10	Module 10	Mod 8 – Project 1
8	<i>Mock Exam – All Modules</i>		Mod 10 – Project 1
13	<i>Mock Exam Review</i>		
15	Exam 1		
20	Phase II: Excel Decision Support & Applied Analytics Queries and Trendlines		
22	Power Query	Module 11	
27	Power Query		
Mar 1	Advanced Pivot Tables and Charts		
6 & 8	Student Recess - No Class		
13	PowerPivot		
15	PowerPivot		
20	PowerBI		Mod 11 – Project 1
22	PowerBI		
27	Tableau		
29	Exam 2 (Phase II)		
Apr 3	Phase III: Excel Automation – VBA Programming & Macro Development Introduction to Visual Basic for Apps.		
5	Variables, Constants, & Operators		
10	Logic Structures in VBA		
12	Logic Structures in VBA		
17	Logic Structures in VBA		VBA – Project 1
19	Workbook Elements & Excel Events		
24	Workbook Elements & Excel Events		
26	Workbook Elements & Excel Events		
May 1	<i>Mock Exam Review Session</i>		VBA – Project 2
8	Exam 3 (Phase III) (8:00am-9:30am)		