

INFO 2130 – Introduction to Business Computing Spring 2017

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Course Website: Canvas (<https://canvas.uncc.edu>)
Section: 004 (Online Hybrid Section)
Office Hours: W: 12:20 ~ 3:30PM,
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Course Description and Objectives:

This course emphasizes the capabilities of computer systems and their applications in business. The course will provide a solid foundation of knowledge about skills that students must develop to effectively use computerized decision tools for typical business problems. Specific objectives include:

- Acquire strong ability in using Microsoft Excel software as tools in decision-making. This course will provide a complete learning in MS Excel.
- This is an **online hybrid course** where you have to do most of the work online using SAM system, and/or some Excel project(s) manually. You will be coming to classes for the orientation session, lab sessions and the exams. The meeting schedule is as following:

Meeting	Day and Time	Location
Orientation	Jan. 10 – Class time	Lab 280, Friday Building
Exam 1	Feb. 7 – Class time	Lab 280, Friday Building
Exam 2	Mar. 21 – Class time	Lab 280, Friday Building
Exam 3	Apr. 25 – Class time	Lab 280, Friday Building
Final Optional Exam (Comprehensive)	Have to Check formal final schedule	Lab 280, Friday Building

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Work Load:

- Skills you learn in this class will be applied again and again throughout the remainder of your college education and in your careers. Consequently, you should expect to work hard in this course to develop these skills.
- Access to a personal computer at home would enhance your ability to learn the software tools used to illustrate course concepts and is, therefore, highly recommended, although not necessary, for successful completion of the course.
- This course is focus on MS Excel in **MS Windows** system. All the computers in Friday building provide the required software needed for this course. *If you prefer using your own personal computers (either in MS Windows or Mac OS systems) for the assignments, it is your responsibilities to find the software needed to complete the assignments.*
- It is expected that you will spend 20-25 hours per week to study and practice via SAM 2016 and Canvas systems. It is your responsibility to manage your other commitments to allow sufficient time to succeed in mastering the material.

Course Text Book

The textbook materials used in this course include the textbook covering Microsoft Excel 2016 and SAM learning system.

Please Note:

The textbooks are available in a **bundle (ISBN - 9781337216616)** as a single custom spiral from the campus bookstore or from Gray's. They may also be purchased separately from a variety of sources, including from online. Please note that the **SAM 2016** resource that is included in the bundle contains a Key Code that will only work if it has not been used before! If you have you have to buy only SAM, please visit the publisher link given above.

The bookstore keeps textbooks in stock for only a limited time, so make sure to get yours as quickly as possible.

You can also get the textbook and SAM account separately from the following.

1. Textbook only

New Perspectives Microsoft® Office 365 & Excel 2016: Comprehensive, Loose-leaf Version (Parsons et al.)

ISBN: 9781305881419

Student Companion Site :

http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781305880405&token=6AE55E4A61FFE59BABC522D214A8CCD20F3505D8312E6C54CAD924366AE EF2054A95257AD729EA5A6F16B7340E1CBB3016C3AD00A86DC0165709BB6A3AAF3 B3B8C98D9673EFA60F3

2. SAM 2016 Account

You may find it from:

www.cengagebrain.com/course/1591064 (ISBN#9781337113922)

Course Material:

Access to online material:

The bookstores have the bundle materials including the textbooks and the SAM2016 registration key code (ISBN – 9781337142304). Each of the text books is linked to its publisher's web site. Some exercises require access to files on these sites. To access this material online, please follow the following links for the specified respective course material:

- **SAM 2016**

<http://sam.cengage.com>

- All the course material will be posted on Canvas.
- If you need help with information about computing at UNCC, please visit the website:

<http://www.labs.uncc.edu>

It is important for you to be comfortable with accessing your UNCC email account, banner system and Canvas.

Access to MS Excel 2016:

- Available in UNCC labs and library.

Please Note:

* Please Note that we will **only** be using **MS Excel 2016** in this class. Make sure you do your home works, projects and assignments relating to MS Excel in 2016 version **ONLY**.

Course Evaluation

Course Component	Weight
Homework Assignments	15%
Exams (3 Midterms + Optional Final exam) (You have to come to the class in person to take the exams)	60%
Projects (Combined)	25%

Please Note:

There will be *no extra credit* in this course; however, **the instructor has the right to change it.**

Grading Scale:

Score	Grade
90 -100	A
80 – 89.99	B
70 – 79.99	C
60 – 69.99	D
0 – 59.99	F

Please Note:

Please do not ask me to round up or to increase your final grade at the end of the semester. I may not answer those emails or requests. Your final grade will be posted on Canvas (or Moodle) and the assigned grade letter is based on the grading scale above.

Course Policies

Participation Policy

- Students will be responsible for any material covered, announcements made, assignments passed out, and any other type of work posted on Canvas or SAM2016.

Communication via Canvas and email

- Outside the class, I'll be communicating with you via *Canvas and email*. **Make sure you check your email and access your Canvas account regularly (and I mean regularly)**. I will not be responsible for you missing on any information communicated via Canvas and email regarding the course.

Email Policy

- Please use my email address specified in the beginning of the syllabus for electronic communication.
- I check my email several times a day, but NOT every minute. Once you've sent me a query, give me at least 24 hours to respond it.
- Including a subject with your section number to the email will help me manage the volume of email. Without a proper subject, your email might be deleted or might not be responded due to security reasons.

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/ projects) will be

worthless. Homework and projects must be submitted ahead of time to avoid missing deadlines.

- *Late homework and projects will not be accepted, and you will receive a zero for that assignment. No exceptions will be made.* If you know you will miss class, make arrangements to turn in your work ahead of time.
- **Very Important!!!** For the Excel Module trainings and Exams, you must click the “**Submit**” button to submit the assignments after you have done them, and receive scores. Then you should get a score window box from SAM. *Save the score windows as the proof that you have done the assignments.* Without clicking the “**Submit**” button, you will not get any credits from the SAM system for those assignments. Any appeals for assignments due to not clicking the “Submit” button will not be accepted, even you really do have worked on the assignments.

Examinations Policy

- *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 my approval.
- It is not allowed to visit any web sites or pages other than the SAM2016 web site. Opening any other web site other than the SAM2016 web site without the approval of the instructors is considered as a cheating behavior.
- **The final optional exam score will replace your worse midterm exam you took, but it will NOT replace the exam which you did not come to take.**

Electronic Devices in Class Policy

- Use of cellular phones, pagers, music players, radios, and similar devices are prohibited in the classroom.
- Cellular phones **MUST BE TURNED OFF DURING CLASS**. Pagers must be set to vibrate, rather than beep.
- Calculators and computers (laptops, iPods, iPads, iPhones, etc.) are prohibited during examinations and quizzes.
- Laptop-size computers may be used in review sections for the purpose of taking notes.

Use of instant messaging, email or other communication technologies during class time is prohibited. Use of computing devices for purposes other than those required for the purposes of the class topic are prohibited. This includes use of laptops, lab computers, phones or other

devices for Internet browsing, game playing, reading news, texting, chatting, IM, Facebook, and other activities not required for the class.

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 me in writing within 7 calendar days** of its return to the class. The appeal should clearly state the reasons why you believe the grade to be unfair or the nature of the error.
- To appeal for a SAM assignment (e.g., Module training), you need to provide the **score window** with the score for that assignment you saved as a proof that have done the assignment. Without the score window, the appeal for the assignment will not be accepted.
- Overdue appeals will not be considered.
- Unless the problems from the SAM2016 server system, it is your responsibility to finish assignments by communicating, downloading and uploading files to work with SAM2016 via Internet; extensions or makeups for assignments are not allowed.
- Any appeals due to forget click the “**Submit**” button to submit the assignments on SAM2016 will not be considered.
- *I would encourage you to check your SAM 2016 reports and Canvas grade book regularly for updated scores.*

Here are some other class policies

This is a large section of class. We have to stick with the following policies.

- You have to be responsible for your computer crashes, software crasher, etc.
- You have to be responsible for your home Internet does not work, file ruined, flash drive does not work, etc.
- You cannot use SAM crashes, SAM speed delay, etc. as excuses to request for assignment extensions, unless I get notifications from SAM.
- You cannot ask to change any exam schedule, except for medical issues. Any flight schedule problems, travel reasons, etc. cannot not be excuses for exam schedule changes.

University Policies

Student Conduct Policy

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 that of the student's 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.

For this class, it is permissible to assist classmates in general discussions of computing techniques. 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 with the instructor to discuss the situation.

If you do not have a copy of the code, you can obtain one from the Dean of Students Office.

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

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.

Use of Computing Resources Policy

For the purposes of the course you will be given access to a variety of computing resources. These resources are to be used only for the purposes of this course. Intentional or grossly negligent disruptive and/or illegal use of the resources will result at a minimum in a loss of access privileges and a failing grade for the course. Further action will be taken as necessary. All [University Policies on the use of Computing Resources](#) apply.

Disabilities Policy

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to “reasonable accommodations.” Please notify the instructor during the first week of class of any accommodations needed for the course.

Value 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 Policy

Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

Lab Assistants Policy

The job of the lab assistants working in the UNC Charlotte computer labs is to:

1. Check out software to students with a UNCC ID.
2. Monitor lab use to ensure that hardware and software is not abused.
3. Assist students with hardware/software malfunctions.

The job of the lab assistants is NOT to help students with homework or projects.

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 and communicated via email.

Religious Accommodations

We respect any religions for the students registering in this course. The instructor may provide any religious accommodations you need based on the [University Policy 409 - Religious Accommodation for Students](#).

Belk College Statement on 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 create diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

Course Outline

Course outline is tentative and the instructor has the right to change it.

This study plan will help you regulate the course work load over the semester. Following the study plan will ensure that you don't miss out on anything.

You must be registered with SAM 2016. For each chapter (Module), you will be assigned a training assignment in SAM. You might also be assigned a project from that Module. You are responsible to cover the following material for each assigned Module:

- Reading and practicing book chapters
- Completing SAM trainings
- Completing all projects

Week		Topics / Due Tasks & Dates	Assignments
Week 1 (Jan. 9 ~ 13)	T (1/10)	First Day Meeting (in Lab 280)	Get a SAM account
		- Course Introduction - Registering with SAM 2016 - Starting with SAM 2016	

		Module 1 - Getting started with Excel	Training for Module 1
Week 2 (Jan. 16 ~ 20)		Module 2 - Formatting Workbook Text and Data Case Exercise – Module 2	Training for Module 2 Project 1 Assigned (Module 2)
Week 3 (Jan. 23 ~ 27)	T (1/24)	Lab for Project 1 (Module 2)	
		Module 3 – Performing Calculation with Formulas and Functions	Training for Module 3 Project 2 Assigned (Module 3)
		Project 1 (Module 2) Due – Jan. 27 at 5PM on SAM	
Week 4 (Jan. 30 – Feb. 3)		Class Case Exercise – Module 3	
	T (1/31)	Lab for Project 2 (Module 3) Exam 1 Review	
Week 5 (Feb. 6 ~ 10)		Project 2 (Module 3) Due – Feb. 6 at 5PM on SAM Module Training 1, 2, 3 Due – Feb. 6 on SAM	
	T (2/7)	Exam 1 (Modules 1, 2, 3)	

<p>Week 6 (Feb. 13 ~ 17)</p>		<p>Module 4 – Analyzing and Charting Financial Data Class Case Exercise – Module 4</p>	<p>Training for Module 4</p>
<p>Week 7 (Feb. 20 ~ 24)</p>		<p>Excel Module 5 - Working with Excel Tables, PivotTables, and Pivot Charts Class Case Exercise – Module 5</p>	<p>Training for Module 5 Project 3 Assigned (Module 5)</p>
<p>Week 8 (Feb. 27 ~ Mar. 3)</p>	<p>T (2/28)</p>	<p>Lab for Project 3 (Module 5)</p>	
		<p>Module 6 - Managing Multiple Worksheets and Workbooks Class Case Exercise – Module 6 Project 3 (Module 5) Due – Mar. 3 at 5PM on SAM</p>	<p>Training for Module 6</p>
<p>Week 9 (Mar. 6 ~ 10)</p>		<p>Spring Recess - No Classes</p>	
<p>Week 10 (Mar. 13 - 17)</p>	<p>T (3/14)</p>	<p>Exam 2 Review</p>	
		<p>Module Training 4,5,6 Due – Mar. 13 on SAM</p>	
<p>Week 11 (Mar. 20 - 24)</p>	<p>T (3/21)</p>	<p>Exam 2 (Modules 4, 5, 6)</p>	
		<p>Module 7 – Developing an Excel Application Class Case Exercise – Module 7</p>	<p>Training for Excel Module 7 Excel Project 4 Assigned (SAM Project 7)</p>

Week 12 (Mar. 27 - 31)		Module 8 – Working with Advanced Functions	Training for Module 8
	T (3/28)	Lab for Project 4 (Module 7)	
Week 13 (Apr. 3 - 7)		Module 10 - Performing What-If Analyses Class Case Exercise – Module 10	Training for Module 10 Excel Project 5 Assigned (SAM Project 10)
		Project 4 (Module 7) Due – Apr. 5 at 5PM on SAM	
Week 14 (Apr. 10 - 14)		Module 11 - Analyzing Data with Business Intelligence Class Case Exercise – Module 11	Training for Excel Module 11
Week 15 (Apr. 17 - 21)	T (4/18)	Lab for Project 5 (Module 10) Review of Exam 3	
Week 16 (Apr. 24 - 28)	T (4/25)	Exam 3 (Modules 7, 8, 10,11)	
		Project 5 (Module 10) Due – Apr. 24 at 5PM on SAM Module Training 7,8,10,11 Due – Apr. 24 on SAM	
Week 17 (May. 1 - 5) Last day of Classes – 5/2	T (5/2)	Final Exam Review	

Week 18 (May 8 ~ 12)	??? (need to check new schedule)	Optional Final Exam (Comprehensive)	
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