Instructor: Dr. Reginald Silver
Office: 304A Friday Building
Phone: 704-687-6181
Email: rsilver5@uncc.edu
Course Website: Canvas (www.canvas.uncc.edu)

Section Information:

<table>
<thead>
<tr>
<th>Section</th>
<th>Day(s)</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 005</td>
<td>Monday</td>
<td>280 Friday Building</td>
<td>08:00 AM – 09:15 AM</td>
</tr>
</tbody>
</table>

Office Hours:

<table>
<thead>
<tr>
<th>Days</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>9:30 am – 10:30 am</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9:30 am – 10:30 am</td>
</tr>
<tr>
<td></td>
<td>2:00 pm – 3:00 pm</td>
</tr>
</tbody>
</table>

Note: This is a hybrid course. There will not be class meetings each week. A schedule of required meetings will be posted on Canvas. Additional meeting dates and times may be added throughout the semester to assist with projects and provide help sessions and reviews. These will also be announced in Canvas.

There are significant deadlines that must be met as it relates to the completion of all assignments. Students are responsible for keeping pace with the readings and assignments that are outlined on the Canvas site for the course.

All exams for the course must be taken onsite in the assigned computer lab. The specific dates for the exams will be listed on Canvas and also the course schedule.
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 tools to analyze and solve typical business problems. Specific course objectives include:

- Develop proficiency with Microsoft Excel
- Develop proficiency with the on-line course management software
  - Canvas
  - SAM 2013
- This is a hybrid course in which much of the coursework will be done online. Assignments that students are expected to complete online include, but may not be limited to, the following: homework assignments, quizzes, projects, and tutorials.
- Students will report to class for the orientation session, lab sessions and the exams. All exams will be proctored by the instructor and/or teaching assistant(s). Students are required to bring their UNCC student ID to sit for the exams.

Workload:

- 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.
- In order 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 instances like this occur, students are encouraged to use the Windows based computers that are provided in the labs of the Friday Building and elsewhere on campus.
- It is expected that students will spend 15-20 hours per week to study and practice via SAM 2013 and Canvas. It is the student’s responsibility to manage other commitments to allow sufficient time to succeed in mastering the material and to complete assignments on time.
Course Material:

In order to complete the assignments for the course, you will need access to Microsoft Excel (preferably MS Excel 2016). You will also need access to the online course content found on the SAM/Cengage website.

You can purchase the bundled course materials through the university bookstore. The bundled course materials will provide you with the reading material, the assignments, and the activation code that you will need in order to access SAM 2013. You will not be able to complete the majority of the coursework without a proper activation key code.

The bundle is listed as *New Perspectives Microsoft® Office 365 & Excel 2016: Comprehensive*. The ISBN for the bundled content is: **9781337216616**.

Here are some important links that you may also need during the course:

- **SAM 2013**
  
  [http://sam.cengage.com](http://sam.cengage.com)

- **Canvas**
  
  [http://canvas.uncc.edu/](http://canvas.uncc.edu/)

- If you need help with information about computing at UNCC, please visit the website:
  
  [http://www.labs.uncc.edu](http://www.labs.uncc.edu)

  **It is important for you to be comfortable with accessing your UNCC email account, UNCC Banner and the Canvas site for this course.**

Access to MS Excel:

- Available in UNCC labs and library.

*Please Note:*

* We will **only** be using **MS Excel** in this class. Make sure you do your non simulation based homework, projects and assignments relating to **MS Excel 2013 or newer**.
Course Evaluation

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects</td>
<td>20%</td>
</tr>
<tr>
<td>Exams</td>
<td>80%</td>
</tr>
</tbody>
</table>

**Homework Assignments:**

The homework assignments are comprised of eleven tutorials that will be completed using SAM. These eleven tutorials comprise four individual homework assignments. Although the homework assignments are not graded, they are mandatory. Students must complete each tutorial assigned prior to taking the exam associated with that group of tutorials. If a student does not complete the assigned tutorials prior to the exam date, the student will not be permitted to sit for the exam.

**Projects:**

There are four projects that will be completed by downloading files from SAM and following the steps outlined in each project. You will save your work and upload the file back into SAM for grading. Students will have three opportunities to attempt each project. The highest of the three grades for each project will be recorded.

If a student is flagged for using start file that was originated by another student, both students will receive an automatic zero for that project with the possibility of additional disciplinary action.

**Exams:**

There will be four exams that are designed to test what you have learned from each of the tutorials and projects. There will be an optional fifth exam that will serve as a cumulative final exam. The lowest of the five exam grades will be dropped at the end of the semester.

**Grading Scale:**

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 -100</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89.99</td>
<td>B</td>
</tr>
<tr>
<td>70 – 79.99</td>
<td>C</td>
</tr>
<tr>
<td>60 – 69.99</td>
<td>D</td>
</tr>
<tr>
<td>0 – 59.99</td>
<td>F</td>
</tr>
</tbody>
</table>
Please Note:

There is **no extra credit** in this course; however, the instructor reserves the right to change this at his or her discretion.

**Course Policies**

**Participation**

- **Students are responsible** for all material covered, announcements made, assignments passed out, and any other type of work posted on Canvas or SAM2013.

**Communication via Canvas and email**

- The primary mode of communication for this class is a combination of the use of Canvas and email. **Make sure you check your email and access your Canvas account regularly (sometimes daily).** The instructor is not be responsible for you missing any information communicated via Canvas and email regarding the course.

**Email**

- Please use my email address specified in the beginning of the syllabus for electronic communication.

- Responses to student emails will usually occur within 24 hours.

- When emailing the instructor or teaching assistant, include a subject and your section number. Without a proper subject, your email may be deleted or may not be responded to due to security reasons.

**Due Dates**

- **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 tutorials, and Exams, you must click the “Exit” button to submit the assignments after you have done them, and receive scores. Then you should get a score window box from SAM. Without clicking the “Exit” button, you will not receive credit from the SAM system for those trainings. Any appeals for assignments due to not clicking the “Exit” button will not be accepted. It is the responsibility of each student to ensure that their work is properly submitted for grading.
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.

- Students are not allowed to visit any web sites or pages other than the SAM2013 web site. Opening any other web site other than the SAM2013 web site without the approval of the instructors will be considered cheating.

Electronic Devices in Class

- 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 forms of electronic communication during class time is prohibited. Use of computing devices for purposes other than those required for the purposes of the class topic is 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.

Use of Tobacco and e-Vapor Products in Class

The use of tobacco and e-Vapor products in class is prohibited. If a student uses any form of tobacco or e-Vapor product during class, the student may be asked to leave the class.

Grade Appeals

- 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.
• Appeals after 7 calendar days will not be considered.

• Unless there are problems with the SAM2013 server system, it is your responsibility to finish assignments by communicating, downloading and uploading files to work with SAM2013 via Internet; extensions or makeups for assignments are not allowed.

• Issues identified as having been caused by the student forgetting to properly exit the system are not eligible for appeal.

• Students are responsible for checking SAM 2013 reports and the Canvas gradebook regularly for updated scores.

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.

Accommodations or Disabilities
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.
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 Grades
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 the course and must have completed a significant
portion of the course.

Course Changes
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
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).