

# INFO 2130 – Introduction to Business Computing

## 【Spring 2017 - 006】

### Instructor Information

Name	Office	Contact	Office Hours
Xin Liu	341A, Friday Building	xliu43@uncc.edu	Mon 2:00pm-5:00pm; Weds 3:30pm-5:30pm

### TA Information

Name	Office	Contact	Office Hours
Manasa Puli			

### General Information

#### 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, review sessions and the exams. The required meeting schedule is as following:

Meeting	Day and time	Location
Orientation	Jan. 12 – Class time	Lab 280, Friday Building
Exam 1	Feb. 9 – Class time	Lab 280, Friday Building
Exam 2	Mar. 16 – Class time	Lab 280, Friday Building
Exam 3	Apr. 20 – Class time	Lab 280, Friday Building
Final Optional Exam	TBD	TBD

## Workload

- 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 focus on MS Excel in **MS Windows system**. Students are encouraged to use the Windows based computers. You can use computers in the labs of the Friday Building and elsewhere on campus. 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 15-20 hours per week to study and practice via SAM 365/2016 and Moodle systems. It is your responsibility to manage your other commitments to allow sufficient time to succeed in mastering the material.

## Course Material

- **Access to Microsoft Excel**

(preferably MS Excel 2016)

- **Access to the online course content on the SAM/Cengage website**

<http://sam.cengage.com>

- **Moodle**

- If you need help with information about computing at UNCC, please visit the website:

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

- **Textbook and Code**

- **Textbook only** -- New Perspectives Microsoft® Office 365 & Excel 2016: Comprehensive (Parsons et al.)

ISBN: 1791305881419

Student Companion Site:

[http://www.cengage.com/cgiwadsworth/course\\_products\\_wp.pl?fid=M20b&product\\_isbn\\_issn=9781305880405 &token=6AE55E4A61FFE59BABC522D214A8CCD20F3505D8312E6C54CAD924366AE](http://www.cengage.com/cgiwadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781305880405&token=6AE55E4A61FFE59BABC522D214A8CCD20F3505D8312E6C54CAD924366AE)

EF2054A95257AD729EA5A6F16B7340E1CBB3016C3AD00A86DC0165709BB6A3AAF3  
B3B8C98D9673EFA60F3

- **SAM 2016**

You can find them from [www.cengagebrain.com](http://www.cengagebrain.com).

a. EPIN SAM 365/2016 Assessments, Trainings and Projects with 1 MindTap Reader ISBN: 9781337113939

b. PAC SAM 365/2016 Assessments, Trainings and Projects with 1 MindTap Reader ISBN: 9781337113922

- **Bundle**

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 to access SAM2016. You will not be able to complete the majority of the coursework without a proper activation key code.

The ISBN for the bundled content is: 9781337216616.

Bundle: New Perspectives Microsoft® Office 365 & Excel 2016: Comprehensive, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap® Reader Multi-Term Printed Access Card

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

## Course Evaluation

### • Exams

Four equally weighted exams will be given in this course: three during the semester plus a comprehensive final. However, only three of the exams will be counted towards the grade. Students may take all four exams and drop the one with the lowest grade.

Exams for this section of the course must be taken **onsite in the assigned computer lab**. The specific date and time for each exam will be posted on Moodle as well as in a class schedule that the instructor will provide. Students are responsible for staying updated with exam dates and times.

### • 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.

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.

• **Grading**

Component	Weight
Assignment	10%
Projects	20%
Exams	70%

The final letter grade will be calculated based on the following scale: A: 90% and above; B: 80-89.9%; C: 70-79.9%; D: 60-69.9%; F: Below 60%.

## Course Policies

• **Attendance and Participation**

- Students are responsible for all material covered, announcements made, assignments passed out, and any other type of work posted on Moodle or SAM.
- Absences from class may be excused for such reasons as personal illness, religious holidays, or participating as an authorized University representative in an out-of-town event. Whenever possible, students are expected to seek the permission of the instructor prior to absences.

• **Communication**

- Outside the class, I will be communicating with you via Moodle and email. **Make sure you check your email and access your Moodle account regularly.** I will not be responsible for you missing on any information communicated via Moodle and email regarding the course.
- Please use my email address specified in the beginning of the syllabus for electronic communication. I will reply you within 24 hours usually. Please include a subject, your name and your section number, when emailing me.

• **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 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.

- **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 instructor 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 SAM web site. Opening any other web site other than the SAM web site without the approval of the instructors is considered as a cheating behavior.

- **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. Overdue appeals will not be considered.
- Unless the problems from the SAM server system, it is your responsibility to finish assignments by communicating, downloading and uploading files to work with SAM via Internet; extensions or makeups for assignments are not allowed.
- Any appeals due to forget click the “Submit” button to submit the assignments on SAM will not be considered.
- Students are encouraged to check SAM reports and the Moodle gradebook regularly for updated scores.

## University Policies

- **Student Conduct**

- 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).

## Course Schedule

**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 365/2016. For each 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 all SAM trainings

- Completing all Projects

<b>Week</b>	<b>Date</b>	<b>Topic or Tasks</b>	<b>Assignment</b>
<b>Week 1</b> (1/9-1/13)	1/12	Introduction to course and SAM	Get a SAM account
<b>Week 2</b> (1/16-1/20)		Module 1	Training for Module 1
		Module 2	Training for Module 2 Project 1 Assigned (Module 2)
<b>Week 3</b> (1/23-1/27)	1/26	Lab for Project 1 (Module 2)	
		Module 3	Training for Module 3 Project 2 Assigned (Module 3)
<b>Week 4</b> (1/30-2/3)		Due Date for Project 1 – Feb. 1 at 11:59PM on SAM	
	2/2	Lab for Project 2 (Module 3)	
<b>Week 5</b> (2/6-2/10)		Due Date for Project 2 & Training 1~3 – Feb. 8 at 11:59PM on SAM	
	2/9	Exam 1 (Module 1~3)	
		Module 4	Training for Module 4
<b>Week 6</b> (2/13-2/17)		Module 5	Training for Module 5 Project 3 Assigned (Module 5)
<b>Week 7</b> (2/20-2/24)	2/23	Lab for Project 3 (Module 5)	
<b>Week 8</b> (2/27-3/3)		Module 6	Training for Module 6
		Due Date for Project 3 – Mar. 3 at 11:59PM on SAM	
<b>Week 9</b> (3/6-3/10)	Spring Recess		
<b>Week 10</b>		Due Date for Training 4~6 – Mar. 15 at 11:59PM on SAM	



(3/13-3/17)	3/16	Exam 2 (Module 4~6)	
Week 11 (3/20-3/24)		Module 7	Training for Module 7 Project 4 Assigned
Week 12 (3/27-3/31)	3/30	Lab for Project 4 (Module 7)	
		Module 8	Training for Module 8
Week 13 (4/3-4/7)		Due Date for Project 4 – Mar. 31 at 11:59PM on SAM	
		Module 10	Training for Module 10
Week 14 (4/10-4/14)		Module 11	Training for Module 11
Week 15 (4/17-4/21)		Due date for Training 7,8,10,11 – Apr. 19 at 11:59PM on SAM	
	4/20	Exam 3 (Module 7,8,10,11)	
Week 16 (4/24-4/28)	4/27	Questions & Answers	
Week 17 (5/1-5/5)		Preparation for Final Exam	
Week 18 (5/8-5/12)	TBD	Final Exam	