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
  - Moodle
  - SAM 2013

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 some 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 Moodle. 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 2013. 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 ISBN for the bundled content is: 9781305712546.

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

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

- **Moodle**
  
  [http://moodle2.uncc.edu/](http://moodle2.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 Moodle 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 **ONLY**. Some of the commands and functions that you will need may not be available in earlier versions of MS Excel.*
Course Evaluation

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework Assignments (10)</td>
<td>10%</td>
</tr>
<tr>
<td>10 chapters x 10 points each = 100 points</td>
<td></td>
</tr>
<tr>
<td>Quizzes (3)</td>
<td>15%</td>
</tr>
<tr>
<td>3 quizzes x 50 points each = 150 points</td>
<td></td>
</tr>
<tr>
<td>Participation, grade spreadsheet, additional assignments</td>
<td>5%</td>
</tr>
<tr>
<td>50 points</td>
<td></td>
</tr>
<tr>
<td>Projects (4)</td>
<td>20%</td>
</tr>
<tr>
<td>4 projects x 50 points each = 200 points</td>
<td></td>
</tr>
<tr>
<td>Exams (3)</td>
<td>30%</td>
</tr>
<tr>
<td>3 exams x 100 points each = 300 points</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Final Exam</td>
<td>20%</td>
</tr>
<tr>
<td>200 points</td>
<td></td>
</tr>
<tr>
<td>Total Points</td>
<td>100%</td>
</tr>
<tr>
<td>1000</td>
<td></td>
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</tbody>
</table>

**Homework Assignments:**

The homework assignments are comprised of ten tutorials that will be completed using SAM.

**Quizzes:**

There are three quizzes that will be completed in class on Moodle.

**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.

**Exams:**

There will be three exams that are designed to test what students have learned from each of the tutorials, projects, and quizzes. Additionally, the final exam will be cumulative and will test what students have learned during all previous assignments in the course.

Quizzes and exams must be taken in class and will only be graded if a valid photo id is presented.
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 Moodle or SAM2013.

- Attendance will be taken in each scheduled class meeting. Students are expected to attend all required class meetings. Additional assignments and/or pop quizzes may be completed during class. Students who are not present will not have the opportunity to complete these. Please see the end of this syllabus and Moodle for a detailed schedule of class meetings and assignments.

Communication via Moodle and email

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

- It is 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 is considered as a cheating behavior.

Electronic Devices in Class Policy

- Use of cellular phones, tablets, pagers, music players, radios, and similar devices are prohibited in the classroom.

- Cellular phones **MUST BE TURNED OFF DURING CLASS.** If your phone is visible at any time during the class period, you will be asked to leave and receive a zero for any work, quizzes, projects, participation, or other activities due that day.

- Calculators and computers (laptops, iPods, iPads, iPhones, etc.) are prohibited during examinations and quizzes.

*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, tablets, smart watches, or other devices for Internet browsing, game playing, reading news, texting, chatting, IM, Facebook, and other activities not required for 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 Moodle 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).
Course Outline:

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

You must be registered with SAM 2013 to access the materials, complete assignments and take exams.

For each chapter (tutorial), you will be expected to:
1. READ that chapter. The online version of the reading includes bonus materials including flash cards for vocabulary.
2. Complete the corresponding training assignment in SAM.
3. Attend class to review the material and practice with exercises and discussion.
4. In-class readings quizzes will be given on the assigned readings.

Projects will be assigned after approximately each three chapters. These typically include material learned in those three chapters and provide further opportunity for application and reinforcement of the concepts in the corresponding chapter(s).

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics/Class Meetings</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| Week 1 | Monday, Aug 24  
 No Class, New Student Convocation (8-5 pm) | • Obtain required course materials  
 • Create SAM 2013 account  
 • Complete Syllabus Quiz in Moodle.  
 • Upload My Grades spreadsheet to SAM dropbox. |
|        | Wednesday, Aug 26  
 Course Introduction |                                                                            |
|        | Friday, Aug 28  
 Syllabus Quiz due by 5:00 pm in Moodle. Upload My Grades spreadsheet to SAM dropbox by 5:00 pm. |                                                                            |
| Week 2 | Monday, Aug 31  
 **Excel Chapter 1**  
 – Read Chapter 1  
 – Complete Tutorial 1 in SAM (due by 5:00pm Monday August 31)  
 – In-class review of Chapter 2. | Training for Excel Tutorial 1                                                  |
|        | Wednesday, Sept 2  
 **Excel Chapter 2**  
 – Read Chapter 2  
 – Complete Tutorial 2 in SAM (due by 5:00pm Wednesday, Sept 2)  
 – In-class review of Chapter 2. | Training for Excel Tutorial 2                                                  |
|        | Monday, Sept 7  
 **Labor Day, no class** |                                                                            |
|        | Wednesday, Sept 9  
 **Excel Chapter 3**  
 – Read Chapter 3  
 – Complete Tutorial 3 in SAM (due by 5:00pm Wednesday, Sept 9)  
 – In-class review of Chapter 3. | Training for Excel Tutorial 3                                                  |
| Week 4  (Sept 13-19) | Monday, Sept 14 | In–class quiz on Excel Chapters 1-3  
Review of how to complete Project 1 | Readings Quiz 1 |
|----------------------|-----------------|-------------------------------------------------|----------------|
|                      | Wednesday, Sept 16 | Project 1 Lab  
- Open lab time for help with project 1  
- Project 1 due in SAM by 9:00 pm | Project 1 due |
| Week 5  (Sept 20 - 26) | Monday, Sept 21 | No class, prepare for Exam 1 | |
|                      | Wednesday, Sept 23 | Exam 1  
- Excel chapters 1, 2, and 3  
- In class 5:00 – 6:15 pm  
- You must bring a photo ID to take the exam. | Exam 1 |
| Week 6  (Sept 27 – Oct 3) | Monday, Sept 28 | Excel Chapter 4  
- Read Chapter 4  
- Complete Tutorial 4 in SAM  
(due by 5:00pm Monday, Sept 28)  
- In-class review of Chapter 4. | Training for Excel Tutorial 4 |
|                      | Wednesday, Sept 30 | Excel Chapter 5  
- Read Chapter 5  
- Complete Tutorial 5 in SAM  
(due by 5:00pm Wednesday, Sept 30)  
- In-class review of Chapter 5. | Training for Excel Tutorial 5 |
| Week 7  (Oct 4-10) | Monday, Oct 5 | Excel Chapter 6  
- Read Chapter 6  
- Complete Tutorial 6 in SAM  
(due by 5:00pm Monday, Oct 5)  
- In-class review of Chapter 6. | Training for Excel Tutorial 6 |
|                      | Wednesday, Oct 7 | In–class quiz on Excel Chapters 4-6  
Review of how to complete Project 2 | Readings Quiz 2 |
| Week 8  (Oct 11-17) | Monday, Oct 12 | Fall break – no class | |
|                      | Wednesday, Oct 14 | Fall break – no class | |
| Week 9  (Oct 18-24) | Monday, Oct 19 | Project 2 Lab  
- Open lab time for help with project 2  
- Project 2 due in SAM by 9:00 pm | Project 2 due |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
</table>
| Wednesday, Oct 21| **Exam 2**                                                            | - Excel chapters 4, 5, and 6  
- In class 5:00 – 6:15 pm  
- You must bring a photo ID to take the exam. | Exam 2                                                                 |
| **Week 10**      | **Excel Chapter 7**                                                  | - Read Chapter 7  
- Complete Tutorial 7 in SAM  
(due by 5:00pm Monday, Oct 19)  
- In-class review of Chapter 7. | Training for Excel Tutorial 7 |
| Monday, Oct 19   | **Excel Chapter 8**                                                  | - Read Chapter 8  
- Complete Tutorial 8 in SAM  
(due by 5:00pm Wednesday, Oct 21)  
- In-class review of Chapter 8. | Training for Excel Tutorial 8 |
| Wednesday, Oct 21| **Project 3 Lab**                                                    | - Open lab time for help with project 3  
- Project 3 due in SAM by 9:00 pm | Project 3 due |
| **Week 11**      | **Excel Chapter 10**                                                 | - Read Chapter 10  
- Complete Tutorial 10 in SAM  
(due by 5:00pm Monday, Nov 9)  
- In-class review of Chapter 10. | Training for Excel Tutorial 10 |
| Monday, Nov 9    | **Excel Chapter 11**                                                 | - Read Chapter 11  
- Complete Tutorial 11 in SAM  
(due by 5:00pm Wednesday, Nov 11)  
- In-class review of Chapter 11. | Training for Excel Tutorial 11 |
<p>| Monday, Nov 16   | <strong>In–class quiz on Excel Chapters 7-11</strong>                            | - Review of how to complete Project 4 | Readings Quiz 3 |
| <strong>Week 13</strong>      | <strong>Week 13</strong>                                                          | - Review of how to complete Project 4 |</p>
<table>
<thead>
<tr>
<th>Week 14 (Nov 22-28)</th>
<th>Monday, Nov 23</th>
<th>No Class, Thanksgiving week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, Nov 25</td>
<td>No Class, Thanksgiving week</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 15 (Nov 29 – Dec 5)</th>
<th>Monday, Nov 30</th>
<th>No class, prepare for Exam 3</th>
</tr>
</thead>
</table>
| Wednesday, Dec 2        | Exam 3         | - Excel chapters 7, 8, 10, and 11  
                          |                 | - In class 5:00 – 6:15 pm  
                          |                 | - You must bring a photo ID to take the exam.  
                          |                 | Exam 3 |

<table>
<thead>
<tr>
<th>Week 16 (Dec 6 - 12)</th>
<th>Monday, Dec 7</th>
<th>Last class</th>
</tr>
</thead>
</table>
|                      |                | - Grade spreadsheets due  
                          |                | - Review for final  
                          |                | Grade Spreadsheets due |

| Week 16 (Dec 13 - 19) | Final Exam – day and time TBA  | |
|-----------------------|--------------------------------|