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# INFO 2130 – INTRODUCTION TO BUSINESS COMPUTING

## SPRING 2017

Instructor: Prof. Angie Rudd

Email: [arudd3@uncc.edu](mailto:arudd3@uncc.edu)

Course Website: Canvas (<http://canvas.uncc.edu/>)

Section: 091 (Thurs 6:30-9:15)

Office Hours: by appointment – I am typically on campus around 6 pm before class on Mon and Thurs.

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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.

### 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 focuses on MS Excel in **MS Windows** system. We will be using **Excel 2016**. 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 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

- Textbook -- New Perspectives on Microsoft Office 365 & Excel 2016, Comprehensive, Loose-leaf Version 1<sup>st</sup> Edition (Parsons et al.)
- SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card, 1<sup>st</sup> Edition

ISBN: 9781337216616

### **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** 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.

### **Other Options:**

If you purchase the code only the ebook will be included.

Printed Access Card: Please be careful buying this from other vendors other than the Publisher. The code can only be used once per person SO if you buy something that has been used you will not be able to access assignments.

PAC SAM 365/2016 Assessments, Trainings, and Projects with 1MindTap Reader 9781337113922

### Instant Access Code:

The code will be delivered via email. Purchase from Publisher at <https://www.cengagebrain.com>

EPIN SAM 365/2016 Assessments, Trainings, and Projects with 1MindTap Reader 9781337113939

## COURSE MATERIAL:

ACCESS TO ONLINE MATERIAL:

**The bookstores have the bundle materials including the textbooks and the SAM365 registration key code (ISBN – 9781337216616).** Each of the text books is linked to it 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:

- 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.**

MS EXCEL 2016:

- Available in UNCC labs and library.
- Free subscription for UNCC students <http://itservices.uncc.edu/student-services/microsoft-office>

*PLEASE NOTE:*

\* Please Note that we will **only** be using **MS Excel 2016** in this class. Make sure you do your non simulation based exercises (Case Study and Review), and Projects in MS Excel in 2016 version **ONLY**.

## COURSE EVALUATION

Course Component	Weight
Projects	40%
Exams and Final (3 exams + final) The Final (optional) will replace the lowest exam grade.	60%
	100%

### **HOMEWORK PRACTICE EXERCISES:**

Practice Exercises are **suggested assignments and not calculated in the course grade**. Each Module contains the following exercises. The suggested path for completion: (1) Trainings, (2) Case Study, (3) Review

- **Training:** These are completed in SAM (Skills Assessment Manager). Trainings are task-based questions in an online interactive environment.
- **Case Study:** These exercises are completed using your textbook and a given data file. Each textbook module has a hands-on work through of the material with how-to directions. The Case Study is a problem presented in a “real-world” case.
- **Review:** Exercises to be completed without how-to directions to assess your comprehension of the material that has been presented.

### **PROJECTS:**

There are five 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. Each project can be submitted **3** times and the **highest grade** will be recorded. **After each submission you can view a graded project report. Fix the errors and re-submit the file.**

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 modules, projects, and case studies. Additionally, **the final exam will be cumulative** and will test what students have learned during all previous assignments in the course. The final exam is optional and will replace your lowest exam grade.

## GRADES:

Your weighted grade of record can be found in the Canvas Course Gradebook.

Projects completed in SAM will have their grade posted to the Canvas gradebook after the due date.

Exam grades will be posted to the Canvas gradebook after they are graded.

## 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:*

There will be *no extra credit* in this course.

## 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 SAM.

#### *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. You are responsible for 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

- **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.

### 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. Opening any other web site without the approval of the instructors is considered as a cheating behavior.
- **Exams will be taken on the Class lab computers in a proctored environment.**

### 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.
- 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.
- *I would encourage you to check your SAM reports and Canvas grade book 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.

## **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.

## 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. For each module, you will be assigned a training assignment and a project in SAM. You are responsible to cover the following material for each assigned module:

- READING AND PRACTICING EACH ASSIGNED MODULE.
- COMPLETING SAM TRAININGS, TEXTBOOK CASE STUDIES, AND REVIEW PRACTICES (*SUGGESTED*)
- COMPLETING PROJECTS (SEVERAL EXCEL PROJECTS ON SAM)

Week	Class	Topics / Due Tasks & Dates	Assignments Due
<b>Week 1</b> (1/9 – 1/15)	<b>Th</b> (1/12)	First Day Meeting (in <b>Lab 280</b> ) <ul style="list-style-type: none"> <li>• Course Introduction</li> <li>• Syllabus Review</li> <li>• Getting Started in SAM</li> <li>• Working in Module 1</li> </ul>	Get a SAM account and get setup.
<b>Week 2</b> (1/16 – 1/22) Last Day to Register 1/21	<b>Th</b> (1/19)	<b>Module 1:</b> Getting Started with Excel <ul style="list-style-type: none"> <li>• <b>Case Study</b> (<i>Suggested</i>)</li> <li>• <b>Training</b> (<i>Suggested</i>)</li> <li>• <b>Review</b> (Class)</li> </ul>	Working on HW Practice Exercises and Project
<b>Week 3</b> (1/23 – 1/29)	<b>Th</b> (1/26)	<b>Module 2:</b> Formatting Workbook Text and Data <ul style="list-style-type: none"> <li>• <b>Case Study</b> (<i>Suggested</i>)</li> <li>• <b>Training</b> (<i>Suggested</i>)</li> <li>• <b>Review</b> (Class)</li> </ul>	Working on HW Practice Exercises and Project
<b>Week 4</b> (1/30 – 2/5)	<b>Th</b> (2/2)	<b>Module 3:</b> Performing Calculations with Formulas and Functions <ul style="list-style-type: none"> <li>• <b>Case Study</b> (<i>Suggested</i>)</li> <li>• <b>Training</b> (<i>Suggested</i>)</li> <li>• <b>Review</b> (Class)</li> <li>• <b>Project 1 (Module 3)</b></li> </ul>	<b>Project 1</b> <b>DUE 2/8 Midnight</b>
<b>Week 5</b> (2/6 – 2/12)	<b>Th</b> (2/9)	<b>Module 4:</b> Analyzing and Charting Financial Data <ul style="list-style-type: none"> <li>• <b>Case Study</b> (<i>Suggested</i>)</li> <li>• <b>Training</b> (<i>Suggested</i>)</li> <li>• <b>Review</b> (Class)</li> <li>• <b>Project 2 (Module 4)</b></li> <li>• <b>Exam 1 Review</b></li> </ul>	<b>Project 2</b> <b>DUE 2/15 Midnight</b>
<b>Week 6</b> (2/13 – 2/19)	<b>Th</b> (2/16)	<b>EXAM 1 (Modules 1-4)</b>	



<b>Week 7</b> (2/20 – 2/26)	<b>Th</b> (2/23)	<b>Module 5:</b> Working with Excel Tables, PivotTables, and PivotCharts <ul style="list-style-type: none"> <li>• <b>Case Study</b> (<i>Suggested</i>)</li> <li>• <b>Training</b> (<i>Suggested</i>)</li> <li>• <b>Review</b> (Class)</li> <li>• <b>Project 3 (Module 5)</b></li> </ul>	Working on HW Practice Exercises and Project
<b>Week 8</b> (2/27 – 3/5)	<b>Th (3/2)</b>	<b>Module 6:</b> Managing Multiple Worksheets and Workbooks <ul style="list-style-type: none"> <li>• <b>Case Study</b> (<i>Suggested</i>)</li> <li>• <b>Training</b> (<i>Suggested</i>)</li> <li>• <b>Review</b> (Class)</li> </ul>	<b>Project 3</b> <b>DUE 3/5 Midnight</b>
<b>Week 9</b> (3/6 -3/12)	<b>Th (3/9)</b>	<b>Spring Break</b>	
<b>Week 10</b> (3/13 – 3/19)	<b>Th</b> (3/16)	<b>Module 7:</b> Developing an Excel Application <ul style="list-style-type: none"> <li>• <b>Case Study</b> (<i>Suggested</i>)</li> <li>• <b>Training</b> (<i>Suggested</i>)</li> <li>• <b>Review</b> (Class)</li> </ul>	Working on HW Practice Exercises and Project
<b>Week 11</b> (3/20 – 3/26)	<b>Th</b> (3/23)	<b>EXAM 2 (Modules 5-7)</b>	
<b>Week 12</b> (3/27 – 4/2)	<b>Th</b> (3/30)	<b>Module 8:</b> Working with Advanced Functions <ul style="list-style-type: none"> <li>• <b>Case Study</b> (<i>Suggested</i>)</li> <li>• <b>Training</b> (<i>Suggested</i>)</li> <li>• <b>Review</b> (Class)</li> <li>• <b>Project 4 (Module 8)</b></li> </ul>	Working on HW Practice Exercises and Project
<b>Week 13</b> (4/3 - 4/9)	<b>Th (4/6)</b>	<b>Module 10:</b> Performing What-If Analyses <ul style="list-style-type: none"> <li>• <b>Case Study</b> (<i>Suggested</i>)</li> <li>• <b>Training</b> (<i>Suggested</i>)</li> <li>• <b>Review</b> (Class)</li> <li>• <b>Project 5 (Module 10)</b></li> </ul>	<b>Project 4</b> <b>DUE 4/5 Midnight</b>
<b>Week 14</b> (4/10 – 4/23)  Break (4/14 – 4/17)	<b>Th</b> (4/13)	<b>Module 11:</b> Analyzing Data with Business Intelligence <ul style="list-style-type: none"> <li>• <b>Case Study</b> (<i>Suggested</i>)</li> <li>• <b>Training</b> (<i>Suggested</i>)</li> <li>• <b>Review</b> (Class)</li> <li>• <b>Exam 3 Review</b></li> </ul>	<b>Project 5</b> <b>DUE 4/26 Midnight</b>
<b>Week 15</b> (4/24 – 4/30)	<b>Th</b> (4/27)	<b>Exam 3 (Modules 8, 10, 11)</b>	
<b>Week 16</b>	<b>Tuesday</b> (5/2)	<b>Final Exam Review</b> <i>Note date</i>	
<b>COMMON COURSE EXAM</b>		<b>Optional Final Exam</b>	<b>TBA</b>