



Department of Business Information Systems and Operations Management

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**INFO 2130 – 001 & 002 Introduction to Business Computing
Course Syllabus – Spring 2019**

Instructor: Katrice Branner Office: Friday Building – 347A Phone: 704.687.7555 Email: kbranner@uncc.edu Office hours: MW 1:30 PM – 3:00 PM or by appointment	INFO 2130 Introduction to Business Computing Classroom Friday Building – 280 Lab 001 MWF 8:00AM – 8:50AM 002 MWF 9:05AM – 9:55AM Course content: This course will require SAM from Cengage; Other content accessible via Canvas (https://uncc.instructure.com)
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Syllabus Overview:	This syllabus contains the policies and expectations established for INFO 2130 Introduction to Business Computing. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Unless you are prepared to abide by these policies and expectations, you risk losing the opportunity to participate further in the course.
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Course Description and Objectives:	<p>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:</p> <ul style="list-style-type: none"> • Acquire strong ability in using Microsoft Excel software as tools in decision-making. This course will provide a complete learning in MS Excel.
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Grading:	<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Component</td> <td></td> </tr> <tr> <td>• Exams (6)</td> <td>75% (Lowest Exam grade dropped)</td> </tr> <tr> <td>• SAM Projects (8)</td> <td>25%</td> </tr> </table>	Component		• Exams (6)	75% (Lowest Exam grade dropped)	• SAM Projects (8)	25%
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• Exams (6)	75% (Lowest Exam grade dropped)						
• SAM Projects (8)	25%						

Final letter grade will be calculated based on the following scale:

- A: 90 and above;
- B: 80-89;
- C: 70-79;
- D: 60-69;
- F: 59 and below.

**Required
Textbook and
Materials:**

The materials used in this course include the textbook covering Microsoft Excel 2016 and the SAM learning system from Cengage. You can purchase the textbook and SAM material as a bundle or you can purchase them separately. Information is provided for all options.

- **SAM 2016** – <https://sam.cengage.com>
 - **Course homework and projects will be on SAM**
 - **Purchase Option (1):** SAM 365 + 2016 Assessment Bundle in the UNCC Bookstore - ISBN: 9781337113922
 - **Purchase Option (2):** Cengage Unlimited is a subscription service that will get you access to ALL Cengage digital content for ALL courses using Cengage. A hardcopy/softcopy of the textbook. Access to study tools and over 20,000 ebooks across disciplines. <https://www.cengage.com/unlimited>
 - **Textbook ONLY:** New Perspectives Microsoft® Office 365 & Excel 2016: Comprehensive, 1st Edition - June Jamrich Parsons; Ann Shaffer; Dan Oja; Patrick Carey; Carol DesJardins; Kathleen T. Finnegan
ISBN-10: 1305880404 | ISBN-13: 9781305880405 © 2017
[Click this link to visit the Student Companion Site from Cengage](#)

 - **Canvas** – <https://uncc.instructure.com>
 - **Course material and official grades will be posted to canvas.**

 - It is important that you are comfortable accessing your UNCC email account, banner system, and Canvas. If you need help with information about computing at UNCC, please visit the website:
<https://itservices.uncc.edu/help>

 - **MS EXCEL 2016:**
 - Available in UNCC labs and library
 - Free subscription for UNCC students <https://software.uncc.edu/>
 - Please note that we will ONLY use MS Excel 2016 in this class. Make sure you do your assignments in the 2016 version ONLY.
 - IF you are using a MAC with Excel 2016 then please be aware that some of the advanced functionality may require loading add-ins or may not be available. **It is your responsibility to check ahead of time and is not an excuse for late work.**
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Exams:

- **6 equally weighted exams** will be given in this course: 5 during the semester plus an optional comprehensive final. Students may take all 6 exams and drop the one with the lowest grade.
 - Exams will be taken on the Class lab computers in a proctored environment.
 - Students are required to bring their UNCC student ID to sit for the exams.
 - If you have a computer problem during the exam, please alert the proctor immediately and document your name, the time of the problem, where your file is saved, and how far along in the exam you progressed. Each problem will be addressed at the time of the problem. No problems will be addressed if not communicated at the initial identification of the problem or after the class or exam has ended. The grade will be based on the assignment submitted.
 - 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 the professor's approval. There will be no make-up for the comprehensive final.
 - Exam reviews will be available during office hours or by appointment for only one week after exam grades are posted.
 - Exams are a form of intellectual property belonging to those who create them (your instructors). Consequently, exams must remain in the instructor's possession and control at all times. This means that exams may not be taken out of the room or copied. Students are encouraged to review their exams during office hours or by appointment. Failure to adhere to these conditions will be deemed a violation of the Code of Student Academic Integrity and may result in disciplinary action as provided by the code.
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SAM Projects:

- All SAM projects are to be completed individually by each student. No collaboration among students is permitted. Any sharing between students will be deemed a violation of the Code of Student Academic Integrity and will result in disciplinary action as provided by the code.
- **SAM Project Assignments will be completed by downloading files from SAM and following the steps outlined in each assignment.** Students save their work and upload the file back into SAM for grading. Each assignment can be submitted 3 times and the highest grade will be recorded. After each submission a graded assignment report is generated allowing students to fix the errors and re-submit the file. The grade will be placed in the SAM gradebook and then manually moved to the Canvas gradebook. **The Canvas gradebook is the grade of record.**
- **Very Important!!!** Once you have completed a SAM project, you must click the “Submit” button to submit it and receive your score. At that time, you will get a score window box from SAM. Save the score window as the proof that you have done the assignment. Without clicking the “Submit” button, you will not get any credit from the SAM system for the assignment. **Appeals for zero grades in assignments resulting from not clicking the “Submit” button will not be accepted; even if you have really completed the assignment. It is the responsibility of students to ensure that their work is properly submitted for grading.**
- When assignments 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, not using the supplied start file OR copying and pasting of information between files (including Reports). In the event that students are flagged by the system for any of these actions the software will not allow you to submit your file...as this is considered cheating.
- **This 3-credit course requires a significant amount of out-of-class student work each week.** Out-of-class work may include but is not limited to required reading and practice, work on assignments and other assignments, and completion of practice exams.

Practices:

- Each Module contains a variety of practice materials, including training, assignments, and case studies. **Case and review assignments are suggested assignments and not calculated in the course grade.**
 - **SAM Training:** These are completed in SAM. Trainings are task-based questions in an online interactive environment, and they are counted toward the final grade.
 - **Textbook work:** These are completed in SAM. These exercises are problems presented in a “real-world” case scenario and are completed using your textbook and a given data file.
 - **Lecture:** Materials that will be used in weekly class lecture.
 - **Reviews:** These are completed on your own or in class without how-to directions to assess your comprehension of the material that has been presented. Solution files are also posted.
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Class Participation & Attendance:

- Students are expected to attend every class and remain in class for the duration of the session. Failure to attend class or arriving late may impact your ability to achieve course objectives which could affect your course grade. An absence, excused or unexcused, does not relieve a student of any course requirement. Regular class attendance is a student's obligation, as is a responsibility for all the work of class meetings, including tests and written tasks.

Leadership in the Classroom: This is a large class section and we will have the following policies:

- You are responsible for your computer crashes, software crashes, etc.
 - You are responsible for your home Internet not working, files ruined, flash drives not working, etc.
 - You cannot use SAM crashes, SAM speed delay, etc. as excuses to request for assignment extensions, unless the instructor receives a notifications from SAM.
 - Do not 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.
 - The class will be conducted in an atmosphere of mutual respect. You are encouraged to have active participation in class discussions. Each of us may have strongly differing opinions on the various topics of class discussions. The conflict of ideas is encouraged and welcome. The orderly questioning of the ideas of others, including the instructor, is similarly welcome. However, the instructor will exercise responsibility to manage the discussions so that ideas and argument can proceed in an orderly fashion. You should expect that if your conduct during class discussions seriously disrupts the atmosphere of mutual respect, you will not be permitted to participate further.
 - Do not forward course emails or documents of any form to those outside of the course without knowledge and/or permission of the instructor.
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Electronic Devices in Class:

- Use of computing, communication, or other devices during the class time for purposes other than those required for the class is prohibited and may result in being asked to leave the classroom for the remainder of the class period. This includes the use of laptops, lab computers, phones or other devices for Internet browsing, game playing, reading news, emailing, texting, chatting, IM, Facebook, or other activities not required for the class. Cellular phones and other communication devices must be silenced AND stored away during class.
- Electronic video and/or audio recording is not permitted during class unless the student obtains permission from the instructor. If permission is granted, any distribution of the recording is prohibited. Students with specific electronic recording accommodations authorized by the Office of Disability Services do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings is prohibited.

Grade Appeals Policy:	<ul style="list-style-type: none"> If you believe that the grade you received on an assignment or an exam was in error or unfair, you can appeal to the professor in writing within 7 calendar days after the grades are posted. 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. Late work will not be accepted, and you will receive a zero for that assignment. If you know you will miss class, make arrangements to turn in your work ahead of time.
Student Academic Integrity:	<ul style="list-style-type: none"> All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Definitions and examples of plagiarism are set forth in the Code. The Code is available from the Dean of Students Office or online at https://legal.uncc.edu/policies/up-407. Faculty may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.
Diversity and Inclusion:	<ul style="list-style-type: none"> 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.
Disability Accommodations:	<ul style="list-style-type: none"> UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please provide a letter of accommodation from Disability Services early in the semester. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.
Withdrawal from Class:	<ul style="list-style-type: none"> Students are expected to complete all courses for which they are registered at the close of the add/drop period. If you are concerned about your ability to succeed in this course, it is important to make an appointment to speak with me as soon as possible. The University policy on withdrawal allows students only a limited number of opportunities available to withdraw from courses. It is important for you to understand the financial and academic consequences that may result from course withdrawal. https://provost.uncc.edu/policies-procedures/academic-policies-and-procedures/withdrawal-and-cancellation-enrollment-policy
Incomplete Grade:	<ul style="list-style-type: none"> The grade of "I" is assigned when a student who is otherwise passing has not, due to circumstances beyond his/her control, completed all the work in the course. The missing work must be completed by the deadline specified by the instructor, and no later than 12 months. If the "I" is not removed during the specified time, a grade of F, U, or N, as appropriate is automatically assigned. The grade of "I" cannot be removed by enrolling again in the same course, and students should not re-enroll in a course in which they have been assigned the grade of "I".
Course Change Disclaimer:	<ul style="list-style-type: none"> The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Changes will be announced in class and will also be posted online.

**Copyright
Ownership in
Course Materials:**

- The lectures and course materials, including presentations, tests, exams, outlines, and similar materials, are protected by copyright. The instructor is the exclusive owner of copyright in those materials created by the instructor. You are encouraged to take notes and make copies of course materials for your own educational use. However, you may not, nor may you knowingly allow others to reproduce or distribute lecture notes and course materials publicly without express written consent of the instructor. This includes providing materials to commercial course material suppliers such as CourseHero and other similar services. Students who publicly distribute or display or help others publicly distribute or display copies or modified copies of an instructor's course materials may be in violation of University Policy 406, The Code of Student Responsibility. Similarly, you own copyright in your original papers and exam essays. If the instructor is interested in posting your answers or papers on the course web site, the instructor will obtain your written permission.
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Tentative Course Schedule

This is a general guideline for the semester and subject to change.

Updated information regarding exams, quizzes, assignments, and readings will be posted on Canvas
(<https://canvas.uncc.edu/>)

Week	Dates	Class Days	Tentative Topics
1	January 9 – January 11	WF*	<ul style="list-style-type: none"> Course Introduction Registering with SAM 2016 Starting with SAM 2016
2	January 14 – January 18	MWF	<ul style="list-style-type: none"> Excel Module 1: Getting started with Excel Excel Module 2: Formatting Workbook Text and Data
3	January 21 – January 25 University Closed January 21	WF	<ul style="list-style-type: none"> Excel Module 2: Formatting Workbook Text and Data Session Exam 1 (Mod 1&2) – 1/25
4	January 28 – February 1	MWF	<ul style="list-style-type: none"> Excel Module 3: Calculating Data with Formulas and Functions Excel Module 4: Analyzing and Charting Financial Data
5	February 4 – February 8	MWF*	<ul style="list-style-type: none"> Excel Module 4: Analyzing and Charting Financial Data
6	February 11 – February 15	MWF	<ul style="list-style-type: none"> Exam 2 (Mod 3&4) – 2/11 Excel Module 5: Working with Excel Tables, PivotTables, and PivotCharts
7	February 18 – February 22	MWF	<ul style="list-style-type: none"> Excel Module 5: Working with Excel Tables, PivotTables, and PivotCharts Excel Module 6: Managing Multiple Worksheets and Workbooks
8	February 25 – March 1	MWF	<ul style="list-style-type: none"> Excel Module 6: Managing Multiple Worksheets and Workbooks Exam 3 (Mod 5&6) – 3/1
9	March 4 – March 8	NO CLASSES	<ul style="list-style-type: none"> UNIVERSITY SPRING BREAK
10	March 11 – March 15	MWF	<ul style="list-style-type: none"> Excel Module 7: Developing an Excel Application Excel Module 8: Working with Advanced Functions
11	March 18 – March 22	MWF	<ul style="list-style-type: none"> Excel Module 8: Working with Advanced Functions
12	March 25 – March 29	MWF	<ul style="list-style-type: none"> Exam 4 (Mod 7&8) – 3/27 Excel Module 10: Performing What-If Analyses
13	April 1 – April 5	MWF	<ul style="list-style-type: none"> Excel Module 10: Performing What-If Analyses
14	April 8 – April 12	MWF*	<ul style="list-style-type: none"> Excel Module 11: Connecting to External Data
15	April 15 – April 19	MWF	<ul style="list-style-type: none"> Excel Module 11: Connecting to External Data
16	April 22 – April 26	MWF	<ul style="list-style-type: none"> Exam 5 (Mod 10&11) – 4/26
17	April 29	M	<ul style="list-style-type: none"> Final Exam Study Session
	Final Exam – Section 01 (8AM – 8:50AM Class)	Exam 6 Day/Time TBD	<ul style="list-style-type: none"> Final Exam (Comprehensive) – Section 01
	Final Exam – Section 02 (9:05AM – 9:55AM Class)	Exam 6 Day/Time TBD	<ul style="list-style-type: none"> Final Exam (Comprehensive) – Section 02

*Due to the instructor's schedule, these class days may have a guest lecturer or an alternative instruction format:
Friday 1/11/19, Friday 2/8/19, Friday 4/12/19