INFO 2130 – Introduction to Business Computing: Spring- 2012

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Course Website: Moodle

Office Hours: Mondays 11:00 AM-12:00 PM (or by appointment)

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:

- Develop introductory level ability in web site design.
- Acquire strong ability in using Microsoft Excel and Access software as tools in decision-making.

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.

- It is expected that you will spend several hours per week outside of class time working on computer software projects, reading and working on assignments for the conceptual, lecture portion of the class. The general rule is that you should spend 2-4 hours outside of class for every hour you spend in class. It is your responsibility to manage your other commitments to allow sufficient time to succeed in mastering the material.
Course Text Book
The textbooks used in this course include textbooks covering Microsoft Excel and Access. They are:

1. **New Perspectives on MS Excel and Access 2010, UNCC INFO-2130 with SAM 2010**
   Parsons et al.
   ISBN- 9781133800606
   
   Available at School Book Stores!

Individual Bundle Components:

1. **New Perspectives on Microsoft Office Excel 2010, Comprehensive**
   Parsons et al.
   **ISBN-10:** 0-538-74291-7 **ISBN-13:** 978-0-538-74291-7

2. **New Perspectives on Microsoft Office Access 2010, Introductory (Chapters 1-4)**
   Adamski et al.
   **ISBN-10:** 0-538-79848-3  |  **ISBN-13:** 978-0-538-79848-8

3. **SAM 2010 Assessment, Projects, and Training v2.0 (180 day subscription)**
   Course Technology
   **ISBN-10:** 1111667373  **ISBN-13:** 9781111667375

   **SAM 2010 Assessment, Training, and Projects v2.0 Instant Access Code, 1st Edition**
   Course Technology
   **ISBN-10:** 1111669368  **ISBN-13:** 9781111669362

Please Note:
The textbooks are available in a bundle 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 online. Please note that the **SAM 2010 v2.0** 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 to buy only
SAM, please visit the publisher link given above. If you are choosing to use “used” textbook, you’ll have to purchase SAM 2010 access code.

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

**Course Material:**

**Access to online material:**
Each of the text books is linked to its publisher's website. 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:

- **New Perspectives on Microsoft Office Excel 2010, Comprehensive**
  

- **New Perspectives on Microsoft Office Access 2010, Introductory**
  

- **SAM 2010**
  
  [http://sam2010.course.com](http://sam2010.course.com)

- All the course material will be posted on Moodle.
- 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, banner system and Moodle.**

**Access to share point designer 2010:**

- Available in all UNCC labs and library.
- Free download available from:
Access to MS Excel and Access 2010:
- Available in UNCC labs and library.

**Please Note:**
* Please Note that we will **only** be using MS Excel and MS Access 2010 in this class. Make sure you do your non simulation based home works, projects and assignments relating to MS Excel and MS Access in 2010 version **ONLY**.

**Course Evaluation**

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website Project</td>
<td>10%</td>
</tr>
<tr>
<td>Homework Assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Exam 1 - HTML and Excel</td>
<td>15%</td>
</tr>
<tr>
<td>Exam 2 - Excel</td>
<td>15%</td>
</tr>
<tr>
<td>Exam 3 – Excel</td>
<td>15%</td>
</tr>
<tr>
<td>Exam 4 – Access</td>
<td>10%</td>
</tr>
<tr>
<td>Access Project</td>
<td>10%</td>
</tr>
<tr>
<td>Excel Projects (Combined)</td>
<td>10%</td>
</tr>
<tr>
<td>Attendance</td>
<td>5%</td>
</tr>
</tbody>
</table>

**Final Comprehensive Exam:** There will be an **OPTIONAL** final comprehensive exam. If you wish to replace a score of one of your exams, or have missed one of the exams, you can choose to take the final comprehensive exam. This is an opportunity for the students to improve their overall grades.

**Please Note:**
There will be **no extra credit** in this course.

**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>

Course Policies

**Attendance & Participation Policy**
- Attendance will account for 5% of the final grade. Attendance will be taken several times during the semester. It may be taken at any point during the class (beginning, middle, and end) and may even be checked multiple times. Tardiness or early departure is disruptive and is, of course, discouraged and will be reflected in the attendance grade as absences.

- Students will be responsible for any material covered, announcements made, assignments passed out, and any other type of work that they may miss during any absence from class. A good way to catch up is to get in touch with classmates who attended the class you missed.

**Class Behavior Policy**
- Inappropriate behavior distracts from the ability of others to profit from their in-class experience. Such behavior includes arriving late, leaving early, talking, surfing the net, and so on.

- Rude and inappropriate behavior **will not be tolerated**. Since it is my responsibility to provide an environment that is conducive to learning for everyone in the class, I will deduct points from the grade of any student who chooses to repeatedly distract others. In particularly egregious cases, I will have the student permanently removed from the class.

- Under no circumstances will students be permitted to spend their lab time working on assignments for other classes, checking e-mail, surfing the Web, or printing out homework. **Attempts to engage in such behavior will be reflected in lower grades and may lead to removal from the course.**

**Electronic Devices in Class Policy**
- Use of cellular phones, pagers, music players, radios, and similar devices are prohibited in the classroom and laboratory facilities.

- Cellular phones **MUST BE TURNED OFF DURING CLASS**, except in cases of medical emergencies. Pagers must be set to vibrate, rather than beep.

- Calculators and computers are prohibited during examinations and quizzes, unless specified.

- Laptop-size computers may be used in lecture 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 and other activities not required for the class.

**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 to the email will help me manage the volume of email

**Communication via Moodle**
Outside the class, I’ll be communicating with you via moodle and email. Make sure you check your email and access your moodle account regularly (and I mean regularly). I will not be responsible for you missing on any information communicated via moodle and email regarding the course.

**Due Dates Policy**

- A deadline is like a ticket for a cruise. If you arrive after the scheduled departure time, the ship will have sailed without you and your ticket (homework/projects) will be worthless. Written homework and projects must be handed in within 5 minutes of the scheduled start time for the class period on which it is due.

- 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.

**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.

• I would encourage you to check your SAM 2010 reports and moodle 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.

**Course Outline**
*Course line is tentative and Instructor has a right to change it.*

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics/ Due Tasks</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>Week 1  (Jan 9 - 13)</td>
<td>Course Introduction</td>
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<tr>
<td></td>
<td>Introduction to web development – GUI introduction</td>
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<td></td>
<td><strong>Registering with SAM 2010</strong></td>
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<tr>
<td>Week 2  (Jan 16 - 21)</td>
<td>Basic elements of a web site</td>
<td>Web site Project</td>
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<td>Introduction to XHTML</td>
<td>(Assigned on Jan 16)</td>
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<tr>
<td>Jan 16: MLK Day- No</td>
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<tr>
<td>Classes</td>
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<tr>
<td>Week 3  (Jan 23 - 28)</td>
<td>Hyperlinks and Images</td>
<td></td>
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<tr>
<td></td>
<td>Web site Project Requirements</td>
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<tr>
<td></td>
<td>Bookmarks/Tables</td>
<td></td>
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<tr>
<td></td>
<td>Uploading web site at UNC Charlotte Web Server</td>
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<tr>
<td>Week</td>
<td>Dates</td>
<td>Excel Tutorials</td>
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</tbody>
</table>
| Week 4 | (Jan 30 – Feb 3) | Starting with SAM 2010 | **Training for Excel Tutorial 1**  
**Training for Excel Tutorial 2**  
(Assigned on Jan 30) |
|       |             | Excel Tutorials 1 - Getting started with Excel | **Excel Tutorial 3 - Working with Formulas and Functions: Developing a Budget, EX113**  
**Web site project Due Feb 3 – 5 PM on Moodle** |
|       |             | Excel Tutorials 2 - Basic formatting | **Training for Excel Tutorial 3**  
**Excel Project 1 (SAM Project 3)**  
(Assigned on Feb 1) |
| Week 5 | (Feb 6 - 10) | Excel Tutorial 4 - Working with Charts and Graphics: Charting Financial Data, EX161 | **Training for Excel Tutorial 4**  
(Assigned on Feb 6) |
|       |             | Excel project 1 Due Feb 6– 11:59 PM on SAM | **Review for Exam 1**  
**Trainings for Excel Tutorials 1,2,3,4 Due Feb 12, 11:59 pm on SAM** |
| Week 6 | (Feb 13 - 17) | Exam 1 (Feb 13) | **Training for Excel Tutorial 5**  
**Excel Project 2 (SAM Project 5)**  
(Assigned on Feb 15) |
|       |             | Share point designer, Excel Tutorials 1-4 | **Excel Tutorial 5 - Working with Excel Tables, PivotTables, and Pivot Charts: Tracking Museum Art Objects, EX217** |
|       |             | Excel Tutorial 5 - Working with Excel Tables, PivotTables, and Pivot Charts: Tracking Museum Art Objects, EX217 | **Excel Tutorial 6 - Managing Multiple Worksheets and Workbooks: Summarizing Ticket Sales, EX281** |
|       |             | Excel project 2 Due Feb 22– 11:59 PM on SAM | **Training for Excel Tutorial 6**  
(Assigned on Feb 22) |
| Week 7 | (Feb 20 - 24) | Excel Tutorial 5 - Working with Excel Tables, PivotTables, and Pivot Charts: Tracking Museum Art Objects, EX217 | **Excel Tutorial 7 - Using Advanced Functions, Conditional Formatting, and Filtering: Reviewing Employee Data, EX337** |
|       |             | Excel Tutorial 6 - Managing Multiple Worksheets and Workbooks: Summarizing Ticket Sales, EX281 | **Excel Project 3 Due Mar 12 – 11:59 PM on SAM**  
**Trainings for Excel Tutorials 5, 6, 7 Due Mar 13, 11:59 pm on SAM** |
| Week 8 | (Feb 27 – Mar 2) | Excel Tutorial 7 - Using Advanced Functions, Conditional Formatting, and Filtering: Reviewing Employee Data, EX337 | **Training for Excel Tutorial 7**  
**Excel Project 3 (SAM Project 7)**  
(Assigned on Feb 27) |
| Week 9 | (Mar 5 - 9) | Spring Break | |
| Week 10 (Mar 12 - 16) | **Exam 2 (Mar 12)**  
|**Excel Tutorials 5-7** | Training for Excel Tutorial 8  
|Excel Tutorial 8 - Developing an Excel Application: *Creating an Invoice*, EX393 | (Assigned on Mar 14)  
| |  
| **Week 11** (Mar 19 - 23) | Excel Tutorial 8 - Developing an Excel Application: *Creating an Invoice*, EX393  
|**Excel Tutorial 10 - Performing What-If Analyses: Analyzing the Cost-Volume-Profit Relationship*, EX517 |  
| | Training for Excel Tutorial 10  
| | Excel Project 4 (SAM Project 10)  
| | (Assigned on Mar 21)  
| **Week 12** (Mar 26 - 30) | Excel Tutorial 10 - Performing What-If Analyses: Analyzing the Cost-Volume-Profit Relationship, EX517  
|**Excel Tutorial 11 - Connecting to External Data: Importing Financial Data from Several Sources*, EX575 | Training for Excel Tutorial 11  
| | (Assigned on Mar 28)  
| **Week 13** (Apr 2 - 6) | **Exam Review**  
|Excel project 4 Due Apr 2 – 11:59 PM on SAM  
|Trainings for Excel Tutorials 8, 10, 11 Due Apr 3, 11:59 pm on SAM |  
|**Exam 3 (Apr 4)**  
|**Excel Tutorials 8,10,11** |  
| **Week 14** (Apr 9 - 13) | **Access Tutorial 1** - Creating a Database: *Creating a Database to Contain Customer, Contract, and Invoice Data*, AC1  
| | Training for Access Tutorial 1 and 2  
| | (Assigned on Apr 9)  
| **Access Tutorial 2** - Building a Database and Defining Table Relationships: *Creating the Invoice and Customer Tables*, AC45 |  
| **Week 15** (Apr 16 - 20) | **Access Tutorial 3** - Maintaining and Querying a Database: *Updating and Retrieving Information About Customers, Contracts, and Invoices*, AC99  
| |  
| | Training for Access Tutorials 3 and 4  
| | Access Project  
| | (Assigned on Apr 16)  
| **Access Tutorial 4** – Creating Forms and Reports |  
| **Week 16** (Apr 23 - 27) | **Exam Review**  
|Trainings for Access Tutorials 1,2,3 Due Apr 24, 11:59 pm on SAM |  
|**Exam 4 (Apr 25)**  
|**Access Tutorials 1,2,3,4** |  

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<table>
<thead>
<tr>
<th>Week 17 (Apr 30 – May 4)</th>
<th>Project Day!</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2: Reading Day</td>
<td><strong>Last Day of Classes (May 1)- Access project Due May 1 – 11:59 PM on SAM</strong></td>
</tr>
<tr>
<td>Week 18 (May 7 - 10)</td>
<td><strong>Comprehensive Exam</strong></td>
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<tr>
<td>Final Exam week starting May 3</td>
<td></td>
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</tbody>
</table>