

**UNC CHARLOTTE
BELK COLLEGE OF BUSINESS**

INFO 2130 Introduction to Business Computing – Spring 2020
004 MW 2:30pm – 3:45pm Friday 280
005 MW 4:00pm – 5:15pm Friday 280

Course content: Accessible via <http://canvas.uncc.edu>

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Office: Friday 253B
Office hours: MW 1:15 – 2:15pm (by appointment, email to schedule)

Syllabus: This document contains the policies and expectations established for this course. Be sure to 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. The standards and requirements set forth in this syllabus may be modified at any time by the instructor. Notice of such changes will be by announcement in class and/or by changes to this syllabus posted on the course Canvas website.

Email Policy: Please use the email address specified above for electronic communication. Responses to student emails will typically occur within 24 hours or less. **When emailing the instructor or graduate assistants, proper subjects lines containing your course and section number are required (Example: INFO 2130 001). Messages missing proper subject lines will be deleted for security reasons.**

Course Materials:

Where to purchase? UNCC Bookstore OR Cengage.com

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| • Cengage Unlimited one semester access: | ISBN#9780357700006 | \$119.99 |
| • Cengage Unlimited one year access: | ISBN#9780357700013 | \$179.99 |
| • Cengage Unlimited two year access: | ISBN#9780357700020 | \$239.99 |

This ISBN code includes your online textbook

Optional (hard copy of textbook):

*For your reference the book that will be used in the course is
Parsons/Oja/Carey/DesJardins -New Perspectives Microsoft® Office 365 & Excel 2016: Comprehensive
ISBN#9781305880405*

MS EXCEL 2016:

- Available in UNCC labs and library.
- Free subscription for UNCC students <https://software.uncc.edu/software/office365>
- **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.**

Course Description & 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.

Grading: Four regular semester exams and a cumulative final will be administered. The lowest of the five exam grades will be dropped for a total of four exam grades (15% each) being used in the final grade calculation. **Students may choose to take all five exams and drop the lowest. The cumulative final exam is optional for any student with a course average greater than or equal to 69.5%.** Any student with a course average below a C (< 69.5%) at the end of the semester is required to take the cumulative final. Due to this being a standardized course, there will be no extra credit in this course.

Component	Percentage
Exams (4 @ 15% each)	60%
SAM Projects (8 @ 2.5% each)	20%
SAM Learning Path Assignments (10 @ 2% each)	20%
Total	100%

The final course grade will be calculated based on the following scale; **no additional rounding will occur.**
 A: 100-89.5% and above; B: 89.4-79.5%; C: 79.4-69.5%; D: 69.4-59.5%; F: 59.4-0.0%.

Exams: Exams will be administered on the lab computers in a proctored environment. Personal electronic devices are not permitted. The instructor will keep all exams. Exams are a form of intellectual property belonging to those who create them. Therefore, the exam materials must remain in the instructor's possession or control. Exams may not be taken outside of the labs or copied for any reason. Failure to return an exam after taking or reviewing it or removing an exam from my presence at any time or copying an exam will be considered theft of intellectual property. Such action will result in an exam grade of zero and may warrant further disciplinary action.

Should a student miss an exam as a result of missing a class, that student will receive a grade of zero for that exam and will therefore be required to take the final exam. Make-up exam accommodations will only be provided under rare circumstances and require proper documentation. Proper documentation may take the form of a written notice from the Dean of Students office, a medical excuse provided by a board-certified physician or comparable medical professional, or a written excuse provided by a current university faculty/staff member. **If an excuse is approved before the date of the examination (proper documentation required)** then the student will be scheduled to take the make-up exam within three school days (M-F). **Late assignments/exams are never accepted, and due dates cannot be extended for individual students, no exceptions.**

Learning Paths: Assignments in this course involve a structured sequence of test and training modules. Each assignment will consist of a **Pre-Test, Training, and Post-Test** module.

- After completing the Pre-Test module, you will be assigned a collection of Training task(s) to complete based on missed task(s) from the Pre-Test.
- After the Training module you will only be tested in the Post-Test on tasks that you missed.
- The grade on the Post-Test is what will be recorded as your grade for the Learning Path. **The Post-Test can be taken 2 times. The Post-Test cannot be taken without completing the Pre-Test and Training.**
- Make sure you check your Canvas gradebook to confirm that your Learning Path grade is posted.

Very Important!!! Once you have completed a SAM assignment, **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 you have really completed the assignment. **It is the responsibility of students to ensure that their work is properly submitted for grading.**

Projects: All projects assigned for a grade are to be completed individually by each student. No collaboration of any kind among students is permitted.

SAM Projects 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 project 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 you have really completed the assignment. It is the responsibility of students to ensure that their work is properly submitted 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, 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.**

Practice: Each Module contains a variety of practice materials. The following are suggested assignments and not calculated in the course grade.

- **Textbook Exercises:** These exercises are problems presented in a “real-world” case scenario and are completed using your textbook (instructions) and a given data file. Available links in the corresponding Canvas module.
- **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 with **recordings**.

Posting grades: Students will have access to all of their grades via Canvas. The course grades posted on Canvas are for informational purposes only. The official overall grade is computed and kept in the instructor’s grade book. **Students can use the grades posted on Canvas and the rubric shown above to calculate their current course grade.** To ensure information privacy, student grade details cannot be discussed via email.

Due Dates & Technical Difficulties: Late work will not be accepted, and you will receive a zero for any missing or late assignments. If you know you will miss class, make arrangements to turn in your work ahead of time. Additionally, you are responsible for maintaining your personal computer/software etc. Personal computer crashes, home internet outages, and other technical hurdles are not acceptable excuses for assignment extensions or make-ups. **You are encouraged to complete your work early and often to avoid issues.**

Policies

Attendance & Participation: **Students are required to attend all examination lab sessions;** attendance is optional, but encouraged, for other lab sessions. Students are responsible for any material covered inside and outside of lab sessions, any announcements made through canvas/email, assignments, and any other type of work posted in Canvas or SAM. Some topics discussed in the classroom are not covered adequately in the textbook, thus the instructor will present alternative and better approaches. Class attendance is highly correlated with learning the material and performing well on the course assignments and examinations.

Note that (1) some topics discussed in the classroom are not covered adequately in the textbook, thus the instructor will present alternative approaches, and (2) historically, those who skip the class tend to make less than their target grades and (3) the instructor refuses to answer questions due to absenteeism. A student that misses a class is responsible for obtaining any needed information (e.g., notes, announcements, assignments, etc.) from fellow students. **Students are expected to contribute to the active class discussions.**

Class Preparation: Students are expected to study the textbook and other posted materials (notes, presentations, etc.) **prior to each respective lecture.** Additionally, students must be prepared to intelligently contribute to active class discussions and answer questions related to the current topics.

Class Cancellation: If I am unable to attend class or the University is closed unexpectedly, assume the material will be moved forward to the next meeting unless otherwise specified. Recorded lectures may also be posted on Canvas to avoid impacting the course schedule.

Assignments Policy: This 3-credit course requires three hours of classroom or direct faculty instruction and six hours of out-of-class student work each week for approximately 15 weeks. Out-of-class work may include but is not limited to required reading, library research, written assignments, and studying for quizzes and exams.

Academic honesty/integrity: THE UNC CHARLOTTE CODE OF STUDENT ACADEMIC INTEGRITY governs the responsibility of students to maintain integrity in academic work, defines violations of the standards, describes procedures for handling alleged violations of the standards, and lists the applicable penalties. The following is a list of prohibited conduct in that Code as violating these standards: A) Cheating; B) Fabrication and Falsification; C) Multiple Submission; D) Plagiarism; E) Abuse of Academic Materials; and F) Complicity in Academic Dishonesty. For more detail and clarification on these items and on academic integrity, students are strongly advised to read the current "[UNCC undergraduate catalog.](#)"

The instructor 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.

Disability Services Accommodations: If you are currently registered with disability services and qualify for academic accommodations, please provide your letter of accommodation from the Office of Disability Services at the beginning of the semester.

Religious Accommodation for Students: The University of North Carolina at Charlotte is committed to diversity, nondiscrimination and inclusiveness, and to supporting its students, regardless of religious affiliation or non-affiliation, in accordance with state and federal laws and regulations. As part of this commitment, the University makes good faith efforts to accommodate a student's religious practice or belief, unless such accommodation would create undue hardship. Details associated with this policy can be found by visiting <https://legal.uncc.edu/policies/up-409>.

Philosophy of teaching: I demand meaningful learning, which can be interpreted by being able to translate the ideas, free of errors, into your own words and solve problems that are structurally different from those presented in class and textbook(s). Hence, always try to learn the materials by concentrating on the underlying principles. I will try to make you think by asking you questions and problems, which may not be directly covered during the class lectures.

Miscellaneous:

- **The instructor reserves the right to change the course outline, and the course contents.**
- **There will be no extra credit offered for any individual student during the semester.**
- **The instructor will keep all exams.**
- **All electronic & mobile devices such as cell/smart phones, laptops, tablets, etc. must be kept silent during the lecture.**

Statement on 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.

Disability Services Accommodations:

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.

Adverse Weather Policies:

The University's Adverse Weather Policy (University Policy 701; <http://legal.uncc.edu/policies/up-701>) states that, without exceptions, the University is open unless the Chancellor (or Chancellor's delegate) announces that the University is closed. Faculty are required to follow the procedures outlined in the policy. The University's inclement weather number is 704-687-1900.

Course Outline: This Course outline is tentative, and the instructor has the right to change it. This study plan will help you regulate the course workload over the semester. Following the study plan will ensure that you don't miss out on anything. You must be registered with a Cengage account to access and complete assignments.

For each chapter (Module), you have study/practice materials in Canvas. Some modules have assigned projects. You are responsible to cover the following material for each assigned Module:

1. Reading and practicing book chapters
2. Completing SAM Learning Paths
3. Completing SAM Projects
4. Completing Reviews

Class		On Your Own/Practice	Assignments Due/Graded
1/8 (W)	Course Introduction Cengage Course Setup	Module 1 <ul style="list-style-type: none"> • WATCH Getting Started Videos • BEGIN Read and Work textbook tutorial 	
1/13 (M)	ONLINE No Lab/Lecture Session	Module 1 <ul style="list-style-type: none"> • Read and Work textbook tutorial • Module 1 Learning Path 	
1/15 (W)	LAB SESSION Lecture – Module 1	Module 1 <ul style="list-style-type: none"> • FINISH Module 1 Learning Path • Review Module 1 Exercise 	Module 1 Learning Path DUE 1/15 11:59 pm
1/20 (M)	NO CLASS MLK Day	Module 2 <ul style="list-style-type: none"> • Read and Work textbook tutorial • Module 2 Learning Path 	
1/22 (W)	LAB SESSION Lecture – Module 2	Module 2 <ul style="list-style-type: none"> • FINISH Module 2 Learning Path • Review Module 2 Exercise • Module 2 Project 	Module 2 Learning Path DUE 1/22 11:59 pm
1/27 (M)	OPEN LAB & ONLINE	Module 2 <ul style="list-style-type: none"> • FINISH Module 2 Project Module 3 <ul style="list-style-type: none"> • Read and Work textbook tutorial • Module 3 Learning Path 	Module 2 Project DUE 1/27 11:59 pm
1/29 (W)	LAB SESSION Lecture – Module 3	Module 3 <ul style="list-style-type: none"> • FINISH Module 3 Learning Path • Review Module 3 Exercise • Module 3 Project Exam I <ul style="list-style-type: none"> • Study & Prepare 	Module 3 Learning Path Module 3 Project DUE 1/29 11:59 pm
2/3 (M)	LAB SESSION Exam I Modules (1-3)		
2/5 (W)	LAB SESSION Exam I Review	Module 4 <ul style="list-style-type: none"> • BEGIN Read and Work textbook tutorial • BEGIN Module 4 Learning Path 	

Class		On Your Own/Practice	Assignments Due/Graded
2/10 (M)	OPEN LAB & ONLINE	Module 4 <ul style="list-style-type: none"> Read and Work textbook tutorial Module 4 Learning Path 	Module 4 Learning Path DUE 2/10 11:59 pm
2/12 (W)	LAB SESSION Lecture – Module 4	Module 4 <ul style="list-style-type: none"> Review Module 4 Exercise Module 4 Project 	Module 4 Project DUE 2/12 11:59 pm
2/17 (M)	OPEN LAB & ONLINE	Module 5 <ul style="list-style-type: none"> Read and Work textbook tutorial Module 5 Learning Path 	Module 5 Learning Path DUE 2/17 11:59 pm
2/19 (W)	LAB SESSION Lecture – Module 5	Module 5 <ul style="list-style-type: none"> Review Module 5 Exercise Module 5 Project 	Module 5 Project DUE 2/19 11:59 pm
2/24 (M)	OPEN LAB & ONLINE	Module 6 <ul style="list-style-type: none"> Read and Work textbook tutorial Module 6 Learning Path 	Module 6 Learning Path DUE 2/24 11:59 pm
2/26 (W)	LAB SESSION Lecture – Module 6	Module 6 <ul style="list-style-type: none"> Review Module 6 Exercise Module 6 Project 	Module 6 Project DUE 2/26 11:59 pm
3/2-3/6	NO CLASS SPRING BREAK	Exam 2 <ul style="list-style-type: none"> Study & Prepare 	
3/9 (M)	LAB SESSION Exam II Modules (4-6)		
3/11 (W)	LAB SESSION Exam II Review	Module 7 <ul style="list-style-type: none"> BEGIN Read and Work textbook tutorial BEGIN Module 7 Learning Path 	
3/16 (M)	OPEN LAB & ONLINE	Module 7 <ul style="list-style-type: none"> Read and Work textbook tutorial Module 7 Learning Path 	Module 7 Learning Path DUE 3/16 11:59 pm

Class		On Your Own/Practice	Assignments Due/Graded
3/18 (W)	LAB SESSION Lecture – Module 7	Module 7 <ul style="list-style-type: none"> Review Module 7 Exercise Module 7 Project 	Module 7 Project DUE 3/18 11:59 pm
3/23 (M)	OPEN LAB & ONLINE	Module 8 <ul style="list-style-type: none"> Read and Work textbook tutorial Module 8 Learning Path 	Module 8 Learning Path DUE 3/23 11:59 pm
3/25 (W)	LAB SESSION Lecture – Module 8	Module 8 <ul style="list-style-type: none"> Review Module 8 Exercise Module 8 Project 	Module 8 Project DUE 3/25 11:59 pm
3/30 (M)	LAB SESSION Exam III Modules (7-8)		
4/1 (W)	LAB SESSION Exam III Review	Module 10 <ul style="list-style-type: none"> BEGIN Read and Work textbook tutorial BEGIN Module 10 Learning Path 	
4/6 (M)	OPEN LAB & ONLINE	Module 10 <ul style="list-style-type: none"> Read and Work textbook tutorial Module 10 Learning Path 	Module 10 Learning Path DUE 4/6 11:59 pm
4/8 (W)	LAB SESSION Lecture – Module 10	Module 10 <ul style="list-style-type: none"> Review Module 10 Exercise Module 10 Project 	Module 10 Project DUE 4/8 11:59 pm
4/13 (M)	OPEN LAB & ONLINE	Module 11 <ul style="list-style-type: none"> Read and Work textbook tutorial Module 11 Learning Path 	Module 11 Learning Path DUE 4/13 11:59 pm
4/15 (W)	LAB SESSION Lecture – Module 11	Module 11 <ul style="list-style-type: none"> Review Module 10 Exercise Module 11 Project 	
4/20 (M)	LAB SESSION Exam IV Modules (10-11)		

Class		On Your Own/Practice	Assignments Due/Graded
4/22 (W)	LAB SESSION Exam IV Review	Complete Mock Final Exam	
4/27 (M)	OPEN LAB Optional Final Exam Topic Review Session	Review Mock Final Exam Solution	
TBA	LAB Final Exam Comprehensive Final	Common Exam Date & Time TBA	