Spring- 2012
INFO 2130 – Introduction to Business Computing
Self-paced Section 009

Instructor: Ms. Peiqin Zhang, Mr. Xun Li

Email: Peiqin Zhang  pzhang6@uncc.edu  (section 008 and 009)
       Xun Li               xli26@uncc.edu  (section 010 and 011)

Office: 254B (2nd floor), Friday Building

Phone: 704-687-7710

Course Website: Moodle (https://moodle.uncc.edu/)

Office Hours (at Friday building):
Peiqin Zhang   M 12:30 - 1:30 PM
              T 11:00AM-12:00 PM (or by appointment)
Xun Li         W, TH 12:30 - 1:30 PM (or by appointment)

Open Lab (F339)  1:00PM-2:00PM  Fridays except exam days

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 selected Microsoft Office 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 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, a chapter on the Web, and a set of Excel cases. They are:

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  
   **ISBN10:**1-133-79934-5, **ISBN13:**978-1-133-799344  

**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 from 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 you have to buy only SAM, please visit the publisher link given above. *If you are choosing to use “used” text book, you’ll have to purchase SAM 2010 access code.*

The bundle also includes a Comprehensive Video Companion for Excel and Access. These videos are an excellent resource, especially for self-paced and online sections, but they are not required.
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 textbooks 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.

Exams

Exam Format

There are 4 exams. All exams are held in Lab 280 (2nd floor) and 339 (3rd floor), Friday Building.

The format of the exams will be similar to the trainings in SAM 2010 assigned as homeworks.

Exam Schedule

<table>
<thead>
<tr>
<th>Section</th>
<th>Location</th>
<th>Day</th>
<th>Start Time (AM)</th>
<th>End Time (PM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>009</td>
<td>Friday 280  &amp; 339</td>
<td>See course schedule</td>
<td>11:00</td>
<td>12:15</td>
</tr>
</tbody>
</table>

Note: Please find the room according to the first letter of your last name.

A-H: Lab 280    I-Z: Lab 339

Please arrive at least 10 minutes prior to the exam. You MUST take ALL exams in the section you register for. You are NOT allowed to take exams in other sections.

Exam Procedures/Rules

Use of any software other than that required for the purpose of taking an exam is strictly prohibited!

Upon entering the lab:

1. Please leave all bags, books, notes, etc. in the front of the classroom. Do not take anything with you to the seat. Turn off your telephone, MP3 player, and other electronic devices.
2. Take a seat. Get your Student ID ready.
3. Read all instructions on the board and proceed with the exam.
Course Evaluation

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>15%</td>
</tr>
<tr>
<td>Exam 2</td>
<td>15%</td>
</tr>
<tr>
<td>Exam 3</td>
<td>15%</td>
</tr>
<tr>
<td>Exam 4</td>
<td>15%</td>
</tr>
<tr>
<td>Website Project</td>
<td>10%</td>
</tr>
<tr>
<td>Homework assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Excel Projects (Combined)</td>
<td>10%</td>
</tr>
<tr>
<td>Access Project</td>
<td>10%</td>
</tr>
</tbody>
</table>

*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

*eMail Policy*

- Please use our email addresses specified in the beginning of the syllabus for electronic communication.
- We check our emails several times a day, but NOT every minute. Once you’ve sent us a query, give us at least 24 hours to respond it.
- Make sure you specify your course number and section number in the subject of the email, followed by the context of the email. E.g. **INFO-2130 009: Query about training for Excel tutorials.** *Any email without a proper subject and section number will not be answered.*
Being in business school gives you an opportunity to improve your communication skills. One of the prime elements in today’s business world is how you structure your emails. I will strongly encourage you to follow a proper email structure in this class. Following is an example:

Dear Professor/ Ms. Zhang/ Mr. Li

I’m emailing you in regards to………

Best Regards/ Thank you/ Sincerely

Your name

Again, any email without a proper structure will not be answered.

Communication via Moodle

As you’re enrolled in the self-paced section, 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) will be worthless. Written homework must be handed in within 5 minutes of the scheduled start time for the class period on which it is due.

Late assignment will not be accepted, and you will receive a zero for that assignment. No exceptions will be made. If you know you will miss the assignment, 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 instructor 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.

- If you appeal for grade, the instructor will re-grade your assignment or exam. This may lead to either adding or losing points.

- Overdue appeals will NOT be considered.

- We would encourage you to check your SAM 2010 reports and moodle grade book regularly for updated scores.

- Each time when you accomplish a task in SAM 2010, you must check your report. It is important to do so, because sometimes you may encounter technique problem and your work might not be saved.

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.

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.

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**Course Outline**

The course schedule is tentative and the instructor has the right to modify it.

**Note:** For the orientation and exams, please find the room according to the first letter of your last name. A-H: Lab 280 I-Z: Lab 339

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>- Course Introduction</td>
<td>Orientation Session</td>
</tr>
<tr>
<td>(Jan 9-13)</td>
<td>- Registering with SAM</td>
<td>11:00AM-12:15PM, Jan 13, Friday 280 &amp; 339</td>
</tr>
<tr>
<td></td>
<td>- Introduction to web development – GUI introduction</td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td>Basic elements of a web site - XHTML</td>
<td>Website project</td>
</tr>
<tr>
<td>(Jan 16– Jan 21)</td>
<td>HTML Basics including hyperlinks and Images</td>
<td></td>
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<tr>
<td></td>
<td>- Website Project Requirements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Bookmarks/Tables and creating a website at UNC Charlotte and</td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td>Basic elements of a website – XHTML</td>
<td>Website project</td>
</tr>
<tr>
<td>(Jan 23 – 28)</td>
<td>Cascading Style Sheets (CSS)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Uploading website at UNC Charlotte Web Server</td>
<td></td>
</tr>
</tbody>
</table>
| Week 4  (Jan 30-Feb 3) | Starting with SAM  
Excel Tutorial 1  
Excel Tutorial 2 |
|-----------------------|------------------|
| Week 5  (Feb 6-10)    | Excel Tutorial 3  
Excel Tutorial 4 |
|                       | Website project Due Feb 7  
(Submit on Moodle) |
|                       | Excel Project 1  
Due at 11:59PM, Feb 10 |
| Week 6  (Feb 13-17)   | Exam 1  
Share point designer,  
Excel Tutorials 1-4  
11:00AM-12:15PM, Feb 17, Friday 280 & 339 |
|                       | Training For Excel Tutorials  
1,2,3 & 4  
Due at 11:59PM, Feb 16 |
| Week 7  (Feb 20-24)   | Excel Tutorial 5  
Excel Tutorial 6 |
|                       | Excel Project 2  
Due at 11:59PM, Feb 24 |
| Week 8  (Feb 27-Mar 2) | Excel Tutorial 7 |
|                       | Excel Project 3  
Due at 11:59PM, Mar 12 |
| Week 9  (Mar 5-9)     | Spring Break |
| Week 10  (Mar 12 -16) | Exam 2  
Excel Tutorials 5-7  
11:00AM-12:15PM, Mar 16, Friday 280 & 339 |
|                       | Training For Excel Tutorials  
5,6 & 7  
Due at 11:59PM, Mar 15 |
| Week 11  (Mar 19-Mar 23) | Excel Tutorial 8  
Excel Tutorial 10 |
| Week 12  (Mar 26-30)  | Excel Tutorial 11 |
| Week 13  (Apr 2-6)    | Exam 3  
Excel Tutorials 8,10,11  
11:00AM-12:15PM, Apr 6, Friday 280 & 339 |
|                       | Training For Excel Tutorials  
8,10 & 11  
Due at 11:59PM, Apr 5 |
| Week 14  (Apr 9-13)   | Access Tutorial 1  
Access Tutorial 2 |
<table>
<thead>
<tr>
<th>Week 15</th>
<th></th>
</tr>
</thead>
</table>
| (Apr 16-20) | • Access Tutorial 3  
• Access Tutorial 4 |

<table>
<thead>
<tr>
<th>Week 16</th>
<th></th>
</tr>
</thead>
</table>
| (Apr 23-27) | Exam 4  
Excel Tutorials 8,10,11  
11:00AM-12:15PM, Apr 27, Friday 280 & 339 |
|  | Training For Access Tutorials 1, 2, 3 & 4  
Due at 11:59PM, Apr 26 |

<table>
<thead>
<tr>
<th>Week 17</th>
<th></th>
</tr>
</thead>
</table>
| (Apr 30-May 4) | Access Project  
Due at 11:59PM, May 4 |
| May 2: Reading Day |  |

<table>
<thead>
<tr>
<th>Week 18</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>(May 7-10)</td>
<td>Final Exam week starting May 3</td>
</tr>
<tr>
<td></td>
<td>The instructor will distribute the final grade during the week of final exam. The detailed schedule will be announced.</td>
</tr>
</tbody>
</table>

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