INFO 2130 – Introduction to Business Computing: Spring- 2012

Instructor: Tracy Dougherty

Office: 345A Friday Building

Phone: 704-807-6012 (cell)

Email: tedoughe@uncc.edu

Course Website: Moodle

Office Hours: Wednesdays 5:30 – 6:30 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 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 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, 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:** 978-1-133-79934-4

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 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:
• New Perspectives on Microsoft Office Excel 2010, Comprehensive
  http://www.wadsworth.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9780538742917&token

• New Perspectives on Microsoft Office Access 2010, Introductory
  http://www.brookscole.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&flag=student&product_isbn_issn=9780538798471&discipline_number=1046

• SAM 2010
  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

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>5%</td>
</tr>
<tr>
<td>Web Test</td>
<td>10%</td>
</tr>
<tr>
<td>Excel Exam 1</td>
<td>25%</td>
</tr>
<tr>
<td>Excel Exam 2</td>
<td>25%</td>
</tr>
<tr>
<td>Excel Project</td>
<td>10%</td>
</tr>
<tr>
<td>Access Project/Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Attendance</td>
<td>5%</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**

*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.

**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.

**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/](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:

- Check out software to students with a UNCC ID.
- Monitor lab use to ensure that hardware and software is not abused.
- 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</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week</td>
<td>(With Dates)</td>
<td>Course Introduction</td>
</tr>
<tr>
<td>-------</td>
<td>--------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Week 1</td>
<td>(Jan 11)</td>
<td>Course Introduction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduction to web development – GUI introduction</td>
</tr>
<tr>
<td>Week 2</td>
<td>(Jan 18)</td>
<td>Basic elements of a web site HTML Basics including hyperlinks and Images Acronyms, intro to web programming languages eCommerce/eBusiness - Oz, Chapter 8</td>
</tr>
<tr>
<td>Week 3</td>
<td>(Jan 25)</td>
<td>Finalize web section Review</td>
</tr>
<tr>
<td>Week 4</td>
<td>(Feb 1)</td>
<td>Excel Tutorials 1,2 (Intro, Formatting) Excel Tutorial 3 (Formulas and Functions) (Exam 1 results)</td>
</tr>
<tr>
<td>Week 5</td>
<td>(Feb 8)</td>
<td>Excel Tutorial 4 (Charts and Graphics) Excel Tutorial 5 (Pivot Tables)</td>
</tr>
<tr>
<td>Week 6</td>
<td>(Feb 15)</td>
<td>Excel Tutorial 6 (Multiple Worksheets) Review</td>
</tr>
<tr>
<td>Week 7</td>
<td>(Feb 22)</td>
<td>EXAM #2 Excel</td>
</tr>
<tr>
<td>Week 8</td>
<td>(Feb 29)</td>
<td>Excel Tutorial 7 (Advanced Functions) (Exam 2 results)</td>
</tr>
<tr>
<td>Week 9</td>
<td>(Mar 14)</td>
<td>Excel Tutorial 8 – (Excel Application)</td>
</tr>
<tr>
<td>Week 10</td>
<td>(Mar 21)</td>
<td>Excel Tutorial 11 (External Data Sources)</td>
</tr>
<tr>
<td>Week 11</td>
<td>(Mar 28)</td>
<td>Excel Tutorial 12 (Macros, Visual Basic) Review</td>
</tr>
<tr>
<td>Week</td>
<td>Date</td>
<td>Activities</td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Week 12</td>
<td>Apr 4</td>
<td>• Exam #3 Excel</td>
</tr>
<tr>
<td>Week 13</td>
<td>Apr 11</td>
<td>Access Tutorial 2 - Building a DB &amp; Relationships (Exam 3 results)</td>
</tr>
<tr>
<td>Week 14</td>
<td>Apr 18</td>
<td>Access Tutorial 2 – Building a DB &amp; Relationships (Exam 3 results)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tutorial 2 Case Problem 1&amp;2</td>
</tr>
<tr>
<td>Week 15</td>
<td>Apr 25</td>
<td>Access Tutorial 3 - Querying</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Access Tutorial 3 - Querying</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tutorial 3 Case Problem 1&amp;2</td>
</tr>
<tr>
<td>Week 16</td>
<td>tba</td>
<td>Exam #4 Access</td>
</tr>
</tbody>
</table>