INFO 2130 – Introduction to Business Computing
Spring 2015

Instructor: Prof. Jennifer Hurlbert
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Course Website: Moodle 2 (https://moodle2.uncc.edu)
Section: INFO 2130 - Sec 090
Office Hours: Monday 4:00 – 5:00 PM, Tuesday 4:00 PM - 5:00 PM (or by appointment)

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TA: Mr. Ankit Gupta
Office: 126, Friday Building
Email: agupta33@uncc.edu
Office Hours: Monday 12:00 - 5:00 PM

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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:

- Acquire strong ability in using Microsoft Excel and Access software as tools in decision-making.

- **This is an online course where you have to do all the work online**. You will be coming to classes for the orientation session, lab sessions and the exams. The meeting schedule is as following:
<table>
<thead>
<tr>
<th>Meeting</th>
<th>Day and Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Orientation &amp; SAM 2013</td>
<td>Jan 12 – 5:00 – 6:15 pm</td>
<td>Lab 339, Friday Building</td>
</tr>
<tr>
<td>Lab for Excel Project 1</td>
<td>Feb 2 – 5:00 – 6:15 pm</td>
<td>Lab 339, Friday Building</td>
</tr>
<tr>
<td>Exam 1</td>
<td>Feb 9 – 5:00 – 6:15 pm</td>
<td>Lab 339, Friday Building</td>
</tr>
<tr>
<td>Lab for Excel Project 2</td>
<td>Feb 23 – 5:00 – 6:15 pm</td>
<td>Lab 339, Friday Building</td>
</tr>
<tr>
<td>Lab for Excel Project 3</td>
<td>Mar 9 – 5:00 – 6:15 pm</td>
<td>Lab 339, Friday Building</td>
</tr>
<tr>
<td>Exam 2</td>
<td>Mar 16 – 5:00 – 6:15 pm</td>
<td>Lab 339, Friday Building</td>
</tr>
<tr>
<td>Lab for Excel Project 4</td>
<td>Mar 30 – 5:00 – 6:15 pm</td>
<td>Lab 339, Friday Building</td>
</tr>
<tr>
<td>Exam 3</td>
<td>Apr 6 – 5:00 – 6:15 pm</td>
<td>Lab 339, Friday Building</td>
</tr>
<tr>
<td>Lab for Access Projects</td>
<td>Apr 20 – 5:00 – 6:15 pm</td>
<td>Lab 339, Friday Building</td>
</tr>
<tr>
<td>Exam 4</td>
<td>Apr 27 - 5:00 – 6:15 pm</td>
<td>Lab 339, Friday Building</td>
</tr>
<tr>
<td>Final Exam (Comprehensive)</td>
<td>May 4 – 5:00 – 6:15 pm</td>
<td>Lab 339, Friday Building</td>
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</table>

**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 15-20 hours per week to study and practice via SAM 2013 and Moodle systems. 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 and a set of cases. They are:
1. **Textbook only** -- New Perspectives on Microsoft Office Excel 2013, Comprehensive (Parsons et al.); New Perspectives on Microsoft Office Access 2013, Brief (Chapters 1-4, Adamski et al.)

ISBN 9781305026520

2. **SAM 2013** Assessment, Training, and Projects v1.0 Instant Access Code, 1st Edition

Course Technology ($110, if you buy it separately)


http://www.cengagebrain.com/shop/isbn/9781285458366

**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 2013** 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.

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:**

*The bookstores have the bundle materials including the textbooks and the SAM2013 registration key code (ISBN 9781305046207).* 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:

- **SAM 2013**

  http://sam.cengage.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 MS Excel and MS Access 2013:

- Available in UNCC labs and library.

*Please Note:*

* Please Note that we will only be using MS Excel and MS Access 2013 in this class. Make sure you do your non simulation based home works, projects and assignments relating to MS Excel and MS Access in 2013 version ONLY.

Course Evaluation

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Homework Assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Readings Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Exam 1 - Excel</td>
<td>15%</td>
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<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>15%</td>
</tr>
<tr>
<td>Access Project(s)</td>
<td>5%</td>
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<tr>
<td>Excel Projects (Combined)</td>
<td>10%</td>
</tr>
<tr>
<td>Manually Graded Project(s)</td>
<td>5%</td>
</tr>
</tbody>
</table>

*Please Note:*

There will be no extra credit in this course; however the instructor has the right to change it.

Grading Scale:

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
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<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

**Participation Policy**
- Students will be responsible for any material covered, announcements made, assignments passed out, and any other type of work posted on Moodle or SAM2013.

**Communication via Moodle and email**
- 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.

**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 (excluding holidays).

- Including a subject with your section number to the email will help me manage the volume of email. Without a proper subject, your email might be deleted or might not be responded due to security reasons.

**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. Homework and projects must be submitted ahead of time to avoid missing deadlines.

- 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.

- **Very Important!!!** For the Excel and Access tutorial trainings, and Exams, you must click the “Exit” button to submit the assignments after you have done them, and receive scores. Then you should get a score window box from SAM. Without clicking the “Exit” button, you will not get any credits from the SAM system for those trainings. Any appeals for assignments due to not click the “Exit” button will not be accepted, even you do have worked on the trainings.
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.

- It is not allowed to visit any web sites or pages other than the SAM2013 web site and Moodle during class and exams. Opening any other web site other than the SAM2013 web site without the approval of the instructors is considered as a cheating behavior.

Electronic Devices in Class Policy

- Use of cellular phones, pagers, music players, radios, and similar devices are prohibited in the classroom.

- Cellular phones MUST BE TURNED OFF DURING CLASS. If I even see your cell phone during class, you will be asked to leave the room for the rest of that class session and receive a zero for any quizzes or assignments due during that session.

- Calculators and computers (laptops, iPods, iPads, iPhones, etc.) are prohibited during examinations and quizzes.

- Laptop computers may be used in review sections 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, Facebook, and other activities not required for the class. Your activity on the lab computers is monitored. If I detect you are using the computers for any activity other than course work, you will be asked to leave the room for the rest of that class session and receive a zero for any quizzes or assignments due during that session.

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.
To appeal for a SAM assignment (e.g., tutorial training), you need to provide the score window with the score for that assignment you saved as a proof that you have done the assignment. Without the score window, the appeal for the assignment will not be accepted.

- Overdue appeals will not be considered.

- Unless the problems from the SAM2013 server system, it is your responsibility to finish assignments by communicating, downloading and uploading files to work with SAM2013 via Internet; extensions or makeups for assignments are not allowed.

- Any appeals due to forget click the “Exit” button to submit the assignments on SAM2013 will not be considered.

- I would encourage you to check your SAM 2013 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.

**Religious Accommodations**
We respect any religions for the students registering in this course. The instructor may provide any religious accommodations you need based on the [University Policy 409 - Religious Accommodation for Students](#).

**Course Outline**
Course outline is tentative and the instructor has the right to change it.

This study plan will help you regulate the course work load over the semester. Following the study plan will ensure that you don’t miss out on anything. For web development module, listen to the lectures posted on Moodle, go over the power point slides and any other documents provided.
For **MS Excel** and **MS Access**, you must be registered with SAM 2013. For each chapter (Tutorial), you will be assigned a training assignment in SAM. You might also be assigned a project from that tutorial. You are responsible to cover the following material for each assigned tutorial:

- Reading and practicing book chapter (10 Chapters for Excel and 4 Chapters for Access)
- Completing SAM Training (10 Trainings for Excel and 4 Trainings for Access)
- Completing Project (if assigned) (4 Excel Projects and 2 Access Projects on SAM, 1 manual grading project)

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics/ Due Tasks</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong> (Jan. 7 ~ 9)</td>
<td>Classes start on Wednesday, January 7. We will not meet this week. Please obtain the required course materials, register for SAM 2013, and review the course Moodle site before next week’s course Orientation.</td>
<td>Obtain course materials</td>
</tr>
</tbody>
</table>
| **Week 2** (Jan. 12 ~ 16) | Required live meeting Monday, January 12.  
  - Course orientation  
  - Introduction to SAM 2013 | 1. Syllabus quiz due Wednesday, January 14 in Moodle.  
  2. File Management Chapter due Friday, January 16. |
| **Week 3** (Jan. 19 ~ 23) | Monday, January 19 is Dr. Martin Luther King, Jr. day. The University is closed, so no class meeting this week.  
Work on HW 1 (due Friday, January 30). For each chapter listed, read the chapter in the book then complete the corresponding training in SAM:  
  - **Excel Chapter 1** - Getting started with Excel  
  - **Excel Chapter 2** - Basic formatting  
  - **Excel Chapter 3** - Working with Formulas and Functions: *Developing a Budget*  
  - **Excel Chapter 4** - Working with Charts and Graphics: *Charting Financial Data* | |
| **Week 4** (Jan. 26 ~ Jan. 30) | No live class meeting.  
Finish HW1 no later than this Friday.  
Study for Q1 (Monday, Feb 2).  
Begin Excel Project 1 (due Monday, Feb 2) | 1. HW1 due Friday, January 30, by 11:59pm in SAM. |
| Week 5  | M (2/2) | Live class meeting on Monday, February 2:  
|--------|---------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| (Feb. 2 ~ 6) |          | • Readings Quiz 1 (Excel 1, 2, 3, and 4)  
|          |          | • Lab session for help with Excel Project 1.  
|          |          | The rest of the week, please study for Exam 1 – next Monday, February 9.  
|          |          | 1. **Reading Quiz 1** – in class Monday, Feb 2.  
|          |          | 2. **Excel Project 1 due** by midnight in SAM.  |

| Week 6  | M (2/9) | Live class meeting on Monday, February 9:  
|--------|---------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| (Feb. 9 ~ 13) |          | • **Exam 1**: covers Excel Chapters 1, 2, 3, and 4 readings and trainings.  
|          |          | The rest of the week, please begin HW2:  
|          |          | • **Excel Chapter 5** - Working with Excel Tables, PivotTables, and Pivot Charts  
|          |          | • **Excel Chapter 6** - Managing Multiple Worksheets and Workbooks  
|          |          | • **Excel Chapter 7** - Using Advanced Functions, Conditional Formatting, and Filtering  
|          |          | 1. **Exam 1** – in class Monday, Feb 9.  |

| Week 7  | M(2/16) | No live class meeting.  
|--------|---------|----------------------------------------------------------------------|---------------------------------------------------------------------|
| (Feb. 16 ~ 20) |          | Finish HW2 no later than this Friday.  
|          |          | Study for Q2 (Monday, Feb 23).  
|          |          | Begin Excel Project 2 (due Monday, Feb 23)  
|          |          | 1. **HW2 due** Friday, February 20, by 11:59pm in SAM.  |

| Week 8  | M(2/23) | Live class meeting on Monday, February 23:  
|--------|---------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| (Feb. 23 ~ Feb. 27) |          | • Readings Quiz 2 (Excel 5, 6, and 7)  
|          |          | • Lab session for help with Excel Project 2.  
|          |          | The rest of the week, please work on Excel Project 3, due the after Spring Break.  
|          |          | 1. **Reading Quiz 2** – in class Monday, Feb 23.  
|          |          | 2. **Excel Project 2 due** by midnight in SAM.  |

<table>
<thead>
<tr>
<th>Week 9</th>
<th></th>
<th>Spring Break - No Classes</th>
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</thead>
<tbody>
<tr>
<td>(Mar. 2 ~ 6)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Week 10  | M(3/9) | Live class meeting on Monday, March 9:  
|---------|--------|------------------------------------------------------------------|
| (Mar. 9 ~ 13) | | - Lab session for help with Excel Project 3.  
| | | The rest of the week, please study for Exam 1 – next Monday, March 16. |

1. **Excel Project 1 due** by midnight in SAM.

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| Week 11  | M(3/16) | Live class meeting on Monday, March 16:  
|---------|--------|------------------------------------------------------------------|
| (Mar. 16 ~ 20) | | - **Exam 2** covers Excel Chapters 5, 6, and 7 readings and trainings.  
| | | The rest of the week, please begin HW3:  
| | | - **Excel Chapter 8** - Developing an Excel Application  
| | | - **Excel Chapter 10** - Performing What-If Analyses  
| | | - **Excel Chapter 11** - Connecting to External Data  

1. **Exam 2** – in class Monday, Mar 16.

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| Week 12  | M(3/23) | No live class meeting.  
|---------|--------|------------------------------------------------------------------|
| (Mar. 23 ~ 27) | | Finish HW3 no later than this Friday.  
| | | Study for Q3 (Monday, Mar 30).  
| | | Begin Excel Project 2 (due Monday, Mar 30)  

1. **HW3 due** Friday, Mar 27, by 11:59pm in SAM.

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| Week 13  | M (3/30) | Live class meeting on Monday, March 30:  
|---------|--------|------------------------------------------------------------------|
| (Mar. 30 ~ Apr. 3) | | - Readings Quiz 3 (Excel 8, 10, and 11)  
| | | - Lab session for help with Excel Project 4.  
| | | The rest of the week, please study for Exam 3, next Monday.  

1. **Reading Quiz 3** – in class Monday, Mar 30.  
2. **Excel Project 4 due** by midnight in SAM.
| Week 14 | M(4/6) | Live class meeting on Monday, April 6:  
- **Exam 3**: covers Excel Chapters 8, 10, and 11 readings and trainings.  
The rest of the week, please begin HW4:  
- **Access Chapter 1** - Creating a Database:  
- **Access Chapter 2** - Building a Database and Defining Table Relationships  
- **Access Chapter 3** - Maintaining and Querying a Database  
- **Access Chapter 4** – Creating Forms and Reports | 1. **Exam 3** – in class Monday, Apr 6. |
| Week 15 | M(4/13) | **No live class meeting.**  
Finish HW4 no later than this Friday.  
Study for Q4 (Monday, Apr 20).  
Begin Access Project(s) (due Monday, Apr 20) | 1. **HW4 due** Friday, Apr 17, by 11:59pm in SAM. |
| Week 16 | M(4/20) | Live class meeting on Monday, April 20:  
- Readings Quiz 4 (Access 1, 2, 3, and 4)  
- Lab session for help with Access Project(s).  
The rest of the week, please study for Exam 4, next Monday. | 1. **Reading Quiz 3** – in class Monday, April 20.  
2. **Access Project(s) due** by midnight in SAM. |
| Week 17 | M(4/27) | Live class meeting on Monday, April 27:  
- **Exam 4**: covers Access Chapters 1, 2, 3, and 4 readings and trainings.  
The rest of the week, please study for the comprehensive final. | 1. **Exam 4** – in class Monday, April 27. |
| Apr 28 - Last day of classes |  |  |  |
| Week 18 | M(5/4) | Live class meeting on Monday, May 4:  
- **Comprehensive Final Exam** | 1. **Final Exam** – in class Monday, May 4. |