

Instructor: Angie Rudd Section: 091 – M 7:00-8:15 pm Office Hours: by appointment – Friday 290D I am typically on campus from 4:30 – 5:30 pm on Mon. and Tues. before class.	Email: arudd3@uncc.edu Class: Friday Lab 280
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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 software as tools in decision-making. This course will provide a complete learning in MS Excel.

Course Materials



Where to purchase? **YOUR LOCAL UNCC BOOKSTORE! OR Cengage.com**

- 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 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.*

Grading

Component	Percentage
Exams (4)	76%
SAM Project (8)	12%
SAM Learning Path (10)	12%
Total	100%

The final letter grade will be calculated based on the following scale:

Score	Grade
89.5 -100	A
89.4 – 79.5	B
79.4 – 69.5	C
69.4 – 59.5	D
0 – 59.4	F

Learning Paths: Assignments consisting of sequential combinations of tests and training.

The assignments will consist of a Pre-Test, Training, and Post-Test for each module.

After the Pre-Test you will be assigned Training task(s) to complete based on missed task(s) from the Pre-Test.

After the training 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 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 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. These are suggested assignments and not calculated in the course grade.

- **Textbook work:** 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**.

Exams: Four equally weighted IN CLASS exams will be given in this course: four during the semester plus a comprehensive final. However, only four of the exams will be counted towards the grade. Students may take all five exams and drop the one with the lowest grade.

- **Exams will be taken on the Class lab computers in a proctored environment.**
- **Students are required to bring their UNCC student ID to sit for the exams.**

Extra Credit: There will be *no extra credit* in this course

The Canvas Gradebook is the gradebook of record. You will be working on assignments in Cengage but the grade will be posted to Canvas and the Canvas gradebook contains the weighting to match the syllabus.

Other Course Policies

Attendance and Preparation

Other than for the scheduled exams, attendance is optional but encouraged.

Students will be responsible for any material covered, announcements made, assignments passed out, and any other type of work posted on Canvas or Mindtap.

Some topics discussed in the classroom are not covered adequately in the textbook, thus the instructor will present alternative and better approaches.

Historically, those who skip the class tend to make less than their target grades.

Good attendance may enter your final grade.

The instructor may refuse to answer questions due to absenteeism.

A student that misses a class is responsible for obtaining any needed information (e.g., notes, announcements) from fellow students.

Communication via Canvas and email

Outside the class, I'll be communicating with you via Canvas Announcements and email. Make sure you check your email and access your Canvas account regularly. I will not be responsible for you missing on any information communicated via Canvas 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.

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.

Exams

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 the professor's approval. There will be no make-up for the comprehensive final.

Exam grades will be posted to Canvas along with the rubric grading.

Exams are a form of intellectual property belonging to those who create them (your professors).

Consequently, exams must remain in my possession or under my control at all times. This means that exams may not be taken out of the room or copied. Students will receive back their graded exam with rubric.

Copying an exam or any portion of it will be considered theft of intellectual property. Such action will result in an exam grade of zero and may warrant further disciplinary action.

Assignments

This 3-credit course **requires a significant amount of out-of-class student work each week**. Out-of-class work may include but is not limited to required reading and practice, work on assignments and other assignments, and completion of practice exams.

You must complete each individual assignment on your own. Any sharing between students will be considered a violation of the Academic Integrity Code and will result at a minimum in a grade of zero for the assignment with a possibility for further disciplinary action.

Due Dates Policy

Late work will not be accepted, and you will receive a zero for that assignment. If you know you will miss class, make arrangements to turn in your work ahead of time.

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 the professor in **writing within 7 calendar days** after the grades are posted. 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.

Other Class Policies

This is a large section of class. We have to stick with the following policies.

You are responsible for your computer crashes, software crasher, etc.

You are responsible for your home Internet does not work, file ruined, flash drive does not work, etc.

You cannot use Mindtap/SAM crashes, Mindtap/SAM speed delay, etc. as excuses to request for assignment extensions, unless I get notifications from Mindtap/SAM.

Do not ask to change any exam schedule, except for medical issues. Any flight schedule problems, travel reasons, etc. cannot not be excuses for exam schedule changes.

Class Behavior Policy

Disruptive behavior distracts from the ability of others to profit from their in-class experience. Such behavior includes but is not limited to arriving late, leaving early, having side conversations, making unnecessary comments that add no value to the class, surfing the net, and any activities that negatively impact the ability of other students to learn and/or listen in class.

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 class time working on assignments for other classes, checking e-mail, surfing the Web, texting, or engaging in activities not related to the class. Attempts to engage in such behavior will be reflected in lower grades and may lead to removal from the course.

Electronic Devices in Class

Use of computing, communication, or other devices during the class time for purposes other than those required for the class is prohibited and may result in being asked to leave the classroom for the remainder of the class period. This includes the use of laptops, lab computers, phones or other devices for Internet browsing, game playing, reading news, emailing, texting, chatting, IM, Facebook, or other activities not required for the class. **Cellular phones and other communication devices must be silenced AND stored away during class.**

Academic Integrity

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 assignments must be his/her 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 assignments, 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.

Students are expected to report cases of academic dishonesty they become aware of to the course instructor who is responsible for dealing with them.

For this course, it is permissible to assist classmates in general discussions about the homework. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and laboratory exercises. 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 me to discuss the situation. 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.

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 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.

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 Grade Policy

Receiving a grade of incomplete ("I") is not based solely on a student's failure to complete work or as a means of raising his/her grade by doing additional work after the grade report time. An incomplete grade can be given only when a student has a serious medical problem or other extenuating circumstance that legitimately prevents completion of required work by the due date. In any case, for a student to receive an 'I' grade, the student's work to date should be passing, he/she must have completed a significant portion of the course, and the student must provide proper written proof (e.g., a doctor's note) of the extenuating circumstances.

Religious Accommodation for Students Policy

The instructor will observe University Policy 409 (<https://legal.uncc.edu/policies/up-409>) on matters of religious accommodation. Please note that the procedure prescribed by this policy requires a notice to the instructor prior to the census date of the semester (typically the tenth day of instruction).

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.

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 work load 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:

- Reading and practicing book chapters
- Completing Mindtap/SAM Learning Paths
- Completing Mindtap/SAM Projects
- Completing Reviews

Class		On your own/practice	Assignments Due/Graded
1/13	Introduction and Course Overview SAM Setup	<p>Module 1</p> <ul style="list-style-type: none"> • Read and Work textbook tutorial • SAM Learning Path <p>Module 2</p> <ul style="list-style-type: none"> • Read and Work textbook tutorial • SAM Learning Path 	SAM Module 1 Learning Path SAM Module 2 Learning Path DUE 1/26 11:59 pm
1/20	UNCC Holiday – No class meeting		
1/27	Lecture - Module 1 Lecture - Module 2 Help available after lecture	<p>Module 1</p> <ul style="list-style-type: none"> • Review Exercise Mod 1 <p>Start files, Solution files, and Video solution in Canvas.</p> <p>Module 2</p> <ul style="list-style-type: none"> • Review Exercise <p>Start files, Solution files, and Video solution in Canvas.</p> <p>Module 3</p> <ul style="list-style-type: none"> • Read and Work textbook tutorial • SAM Learning Path 	SAM Project Mod 2 DUE 1/29 11:59 pm SAM Module 3 Learning Path DUE 2/2 11:59 pm
2/3	Lecture – Module 3 Help available after lecture	<p>Module 3</p> <ul style="list-style-type: none"> • Review Exercise <p>Start files, Solution files, and Video solution in Canvas.</p> <p>EXAM 1</p> <ul style="list-style-type: none"> • Study and Prepare 	SAM Project Mod 3 DUE 2/5 11:59 pm
2/10	Exam 1 (Modules 1-3) Taken in Class		
		<p>Module 4</p> <ul style="list-style-type: none"> • Read and Work textbook tutorial • SAM Learning Path <p>Module 5</p> <ul style="list-style-type: none"> • Read and Work textbook tutorial • SAM Learning Path 	SAM Module 4 Learning Path DUE 2/16 11:59 pm SAM Module 5 Learning Path DUE 2/16 11:59 pm
2/17	Lecture – Module 4 and Module 5 Help available after lecture	<p>Module 4</p> <ul style="list-style-type: none"> • Review Exercise <p>Start files, Solution files, and Video solution in Canvas.</p> <p>Module 5</p> <ul style="list-style-type: none"> • Review Exercise <p>Start files, Solution files, and Video solution in Canvas.</p>	SAM Project Mod 4 DUE 2/19 11:59 pm SAM Project Mod 5 DUE 2/19 11:59 pm SAM Module 6 Learning Path DUE 2/23 11:59 pm

2/24	Lecture – Module 6 Help available after lecture	<p>Module 6</p> <ul style="list-style-type: none"> Review Exercise <p>Start files, Solution files, and Video solution in Canvas.</p> <p>EXAM 2</p> <ul style="list-style-type: none"> Study and Prepare 	SAM Project Mod 6 DUE 2/26 11:59 pm
3/2	UNCC Break - No Class		
3/9	Exam 2 (Modules 4-6) Taken in Class		
		<p>Module 7</p> <ul style="list-style-type: none"> Read and Work textbook tutorial <p>SAM Learning Path</p>	SAM Module 7 Learning Path DUE 3/15 11:59 pm
3/16	Lecture – Module 7 Help available after lecture	<p>Module 7</p> <ul style="list-style-type: none"> Review Exercise <p>Start files, Solution files, and Video solution in Canvas.</p> <p>Module 8</p> <ul style="list-style-type: none"> Read and Work textbook tutorial SAM Learning Path 	SAM Project Mod 7 DUE 3/18 11:59 pm SAM Module 8 Learning Path DUE 3/22 11:59 pm
3/23	Lecture – Module 8 Help available after lecture	<p>Module 8</p> <ul style="list-style-type: none"> Review Exercise <p>Start files, Solution files, and Video solution in Canvas.</p> <p>EXAM 3</p> <ul style="list-style-type: none"> Study and Prepare 	SAM Project Mod 8 DUE 3/25 11:59 pm
3/30	Exam 3 (Modules 7-8) Taken in Class		
		<p>Module 10</p> <ul style="list-style-type: none"> Read and Work textbook tutorial SAM Learning Path 	SAM Module 10 Learning Path DUE 4/5 11:59 pm
4/6	Lecture – Module 10 Help available after lecture	<p>Module 10</p> <ul style="list-style-type: none"> Review Exercise <p>Start files, Solution files, and Video solution in Canvas.</p> <p>Module 11</p> <ul style="list-style-type: none"> Read and Work textbook tutorial SAM Learning Path 	SAM Project Mod 10 DUE 4/8 11:59 pm SAM Module 11 Learning Path DUE 4/12 11:59 pm
4/13	Lecture – Module 11 Help available after lecture	<p>Module 11</p> <ul style="list-style-type: none"> Review Exercise <p>Start files, Solution files, and Video solution in Canvas.</p>	No Mod 11 Project
4/20	Exam 4 (Modules 10 - 11)		
4/27	Optional Final Exam Review		
	Common Exam Date and Time TBD (Will be announced sometime in March)		