INFO 2130
Introduction to Business Computing
Spring 2019 Syllabus

Instructor:	Shelby Setzer	**Office:**	290D, Friday Building
Email:	shelby.setzer@uncc.edu	**Website:**	Canvas (https://canvas.uncc.edu)
Section:	093	**Class Time:**	Wednesdays, 5:30 – 8:15 pm
Classroom:	Friday 280	**Office Hours:**	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:

- 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

Two options….

First Option

This course will require SAM from Cengage. You can purchase access to SAM through Cengage Unlimited – a first-of-its-kind digital subscription service.

$119.99 per semester will get you:

- Access to ALL Cengage digital content for ALL courses using Cengage
- A hardcopy/softcopy physical textbook. You can rent a printed textbook for just $7.99 for each SAM course that you access with Cengage.
- Access to study tools and over 20,000 e-books across disciplines

Where to purchase? YOUR LOCAL UNCC BOOKSTORE

Cengage Unlimited one semester access:	ISBN#9780357700037	$119.99
Cengage Unlimited one year access:	ISBN#9780357700044	$179.99
Cengage Unlimited two-year access:	ISBN#9780357700051	$239.99

Second Option

Standalone access code with e-book. SAM 365 & 2016 Assessment, Training, and Projects Instant Access with Access to 1 MindTap Reader for 6 months ISBN#9781337113939. Est retail $120 (see bookstore for exact pricing)

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

Course Material

Access to online material

The bookstores have the bundle materials including the textbooks and the SAM2016 registration key code (ISBN – 9781337142304). 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 2016** http://sam.cengage.com
- **Class Website on Canvas:** All the course material will be posted on Canvas.
- Access to MS Excel 2016: Available in UNCC labs and library
- 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 **Canvas.**

Please Note

* Please Note that we will **only** be using **MS Excel 2016** in this class. Make sure you do your home works, projects and assignments relating to **MS Excel** in **2016** version **ONLY**.

Work Load

- Skills you learn in this class will be applied again and again throughout the remainder of your college education *(e.g., undergrad through doctoral degree)* and in your careers *(e.g., in banking and finance, manufacturing, accounting, sales and marketing)*. 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.
- This course is focus on MS Excel in **MS Windows** system. All the computers in Friday building provide the required software needed for this course. *If you prefer using your own personal computers (either in MS Windows or Mac OS systems) for the assignments, it is your responsibilities to find the software needed to complete the assignments.*
- It is expected that you will spend 3-5 hours per week to study and practice via SAM 2016 and Canvas systems. It is your responsibility to manage your other commitments to allow sufficient time to succeed in mastering the material.

Course Evaluation

Course Component	Weight
SAM – 10 Modules 　　• Homework Assignments – SAM Training 　　• SAM Projects	**25%**
Exams (3 Midterms + Optional Final exam)	**75%**

Grading Scale

Score	Grade
90 -100	A
80 – 89.99	B
70 – 79.99	C
60 – 69.99	D
0 – 59.99	F

Please Note

Please do not ask me to round up or to increase your final grade at the end of the semester. I may not answer those emails or requests. Your final grade will be posted on Canvas and the assigned grade letter is based on the grading scale at left.

Trainings

Trainings are completed in SAM. Trainings are task-based questions in an online interactive environment. Make sure you check your SAM gradebook that your training grade is posted in SAM **BEFORE the due date**.

The grade will be recorded in SAM gradebook and also in the Canvas gradebook. The Canvas gradebook is the grade of record.

Very Important!!! Once you have completed a SAM Trainings, 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 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 project. 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 project report is generated allowing students to fix the errors and re-submit the file.

Very Important!!! Once you have completed a SAM Project, you must click the "Exit" 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 project. Without clicking the "Exit" button, you will not get any credit from the SAM system for the project. Appeals for zero grades in projects resulting from not clicking the "Exit" button will not be accepted, even you have really completed the project. 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 and copying and pasting of information between files.** In the event that students are flagged by the system for any of these actions, all the students involved will receive an automatic zero on that assignment. Additional occurrences will invoke the academic integrity review process.

Practice

Each Module contains a variety of practice materials, including training, projects, exams, and case studies. Case Study and Review are suggested assignments and not calculated in the course grade; however, Training are.

- **SAM Training:** These are completed in SAM. Trainings are task-based questions in an online interactive environment.

  Very Important!!! **For the Excel Module trainings and Exams**, you must click the **"Submit"** button to submit the assignments after you have done them, and receive scores. Then you should get a score window box from SAM. Save the score windows as the proof that you have done the assignments. Without clicking the "Submit" button, you will not get any credits from the SAM system for those assignments. Any appeals for assignments due to not clicking the "Submit" button will not be accepted, even you really do have worked on the assignments.

- **Case Study:** These exercises are problems presented in a "real-world" case scenario and are completed using your textbook and a given data file.
- **Review:** Exercises to be completed without how-to directions to assess your comprehension of the material that has been presented.

Exams

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

Exams will be taken in-class on a computer in the 280-computer lab using Canvas and Excel. **If a computer issue of any type occurs during an exam you must follow the following procedure:**

1. Stop all work and notify the instructor / proctor
2. Complete an incident report in the form of an email to your instructor that includes all of the following information (if the computer has irrecoverably crashed, a paper form will be provided):
   a. Your name as it appears in canvas (no nicknames)
   b. The number of the computer you are using (upper left corner)
   c. The date and time of the incident
   d. The nature of the incident (computer crashed, browser unexpectedly closed, file is lost)
   e. The assignment in progress (for example, Exam 2)
   f. Your approximate progress when the incident occurred
   g. The location of where your Excel file is saved
   h. Any unusual behavior you noticed or actions you may have taken immediately prior to the incident
   i. Are you experiencing extreme anxiety that requires medical attention?

Course Policies

Participation Policy

- <mark>Students will be responsible</mark> for any material covered, announcements made, assignments passed out, and any other type of work posted on Canvas or SAM2016.

Attendance Policy

- 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 SAM2016.
- 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.

Class Cancellation: In the event that I am unable to attend class or the University is closed unexpectedly, assume the material will be moved forward to the next meeting.

Communication via Canvas and email

- Outside the class, I'll be communicating with you via **Canvas 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.

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, plan to turn in your work ahead of time.

Examinations Policy

- ***Make-up exams will NOT be given except in cases of serious emergencies as evidenced by a written doctor's excuse.*** **You must go to the Dean of Student's office to have your excuse cleared. Your instructor will receive an email from the Dean of Student's office indicating whether your absence is excused or not.**
- Students missing an exam with an approved excuse will be allowed to make up the exam with my approval.

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- It is not allowed to visit any web sites or pages other than the SAM2016 web site. Opening any other web site other than the SAM2016 web site without the approval of the instructors is considered as a cheating behavior.
- The final optional exam score will replace your worse midterm exam you took, but it will **NOT** replace the midterm exam which you did not come to take. **All three midterm exams are required.**

Policy Regarding Computer Issues During Exams

Exams will be taken in-class on a computer in the 280-computer lab using Canvas and Excel. **If a computer issue of any type occurs during an exam you must follow the following procedure:**
1. Stop all work and notify the instructor / proctor
2. Complete an incident report in the form of an email to your instructor that includes all of the following information (if the computer has irrecoverably crashed, a paper form will be provided):
   a. Your name as it appears in canvas (no nicknames)
   b. The number of the computer you are using (upper left corner)
   c. The date and time of the incident
   d. The nature of the incident (computer crashed, browser unexpectedly closed, file is lost)
   e. The assignment in progress (for example, Exam 2)
   f. Your approximate progress when the incident occurred
   g. The location of where your Excel file is saved
   h. Any unusual behavior you noticed or actions you may have taken immediately prior to the incident
   i. Are you experiencing extreme anxiety that requires medical attention?

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., Module training), you need to provide the **score window** with the score for that assignment you saved as a proof that 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 SAM2016 server system, it is your responsibility to finish assignments by communicating, downloading and uploading files to work with SAM2016 via Internet; extensions or makeups for assignments are not allowed.
- Any appeals due to forget click the "**Submit**" button to submit the assignments on SAM2016 will not be considered.
- *You must check your SAM 2016 reports and Canvas grade book regularly for updated scores.*

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.   6

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.

Other class policies

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

- You have to be responsible for your computer crashes, software crasher, etc.
- You have to be responsible for your home Internet does not work, file ruined, flash drive does not work, etc.
- You cannot use SAM crashes, SAM speed delay, etc. as excuses to request for assignment extensions, unless I receive notifications from SAM and formally communicate them to the class.
- You cannot ask to change any exam schedule, except for medical issues or University sanctioned activities (fraternity and sorority activities absolutely are not acceptable). Any flight schedule problems, travel reasons, etc. cannot not be excuses for exam schedule changes.

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, 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*.

Belk College 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 create diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

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.

You must be registered with SAM 2016. For each chapter (Module), you will be assigned a training assignment in SAM. You will also be assigned a project from that Module. You are responsible to cover the following material for each assigned Module:

- Reading and practicing book chapters
- Completing SAM trainings
- Completing all projects

Each week, practice projects and supplemental instruction will be demonstrated in class, then project help will be available.

Tentative Schedule

Week	Wednesday	Class	Self-Study	Assignments Due
1	1/09	Syllabus Review Course Overview SAM Setup	**Module 1** • Read and work textbook tutorial • Begin Project 1	Syllabus Quiz (Canvas) Due 1/16 by 5:30 pm SAM Module 1 Training Due 1/15 by midnight SAM Project 1 Due 1/16 by midnight
2	1/16 Last day to add, drop a course with no grade	Module 1 Overview Help with Project 1 (after lecture)	**Module 2** • Read and work textbook tutorial • Begin Project 2	SAM Module 2 Training Due 1/22 by midnight SAM Project 2 Due 1/23 by midnight

3	1/23	Module 2 Overview Help with Project 2 (after lecture)	**Module 3** • Read and work textbook tutorial • Begin Project 3	SAM Module 3 Training Due 1/29 by midnight SAM Project 3 Due 1/30 by midnight
4	1/30	Module 3 Overview Help with Project 3 (after lecture)	**Module 4** • Read and work textbook tutorial • Begin Project 4	SAM Module 4 Training Due 2/05 by midnight SAM Project 4 Due 2/06 by midnight
5	2/06	Module 4 Overview Help with Project 4 (after lecture)	Study for Exam 1 SAM Modules 1-4	
6	2/13	**Exam 1 Module 1, 2, 3, 4**	**Module 5** • Read and work textbook tutorial • Begin Project 5	SAM Module 5 Training Due 2/19 by midnight SAM Project 5 Due 2/20 by midnight
7	2/20	Module 5 Overview Help with Project 5 (after lecture)	**Module 6** • Read and work textbook tutorial • Begin Project 6	SAM Module 6 Training Due 2/26 by midnight SAM Project 6 Due 2/27 by midnight
8	2/27	Module 6 Overview Help with Project 6 (after lecture)	**Module 7** • Read and work textbook tutorial • Begin Project 7	SAM Module 7 Training Due 3/12 by midnight SAM Project 7 Due 3/13 by midnight
9	3/06	No Class Spring Break		
10	3/13	Module 7 Overview Help with Project 7 (after lecture)	Study for Exam 2 SAM Module 5-7	
11	3/20	**Exam 2 - Module 5, 6, 7**	**Module 8** • Read and work textbook tutorial • Begin Project 8	SAM Module 8 Training Due 3/26 by midnight SAM Project 8 Due 3/27 by midnight
12	3/27	Module 8 Overview Help with Project 8 (after lecture)	**Module 10** • Read and work textbook tutorial • Begin Project 10	SAM Module 10 Training Due 4/02 by midnight SAM Project 10 Due 4/03 by midnight
13	4/03	Module 10 Overview Help with Project 10 (after lecture)	**Module 11** • Read and work textbook tutorial • Begin Project 11	SAM Module 11 Training Due 4/09 by midnight SAM Project 11 Due 4/10 by midnight
14	4/10	Module 11 Overview Help with Project 11 (after lecture)	Study for Exam 3 SAM Modules 8, 10, 11	

15	4/17	**Exam 3 - Module 8, 10, 11**		
16	4/24	Study Session for Final Exam		
17	5/08	FINAL EXAM	<mark>8 pm – 10:30 pm</mark>	