

INFO 2130 Syllabus

Introduction to Business Computing

Who, When, Where

Semester:	Spring '20	Section:	092, 093- W
Instructor:	Shelby Setzer, MS	Classroom:	Friday Lab 280
Email:	shelby.setzer@uncc.edu	Office:	Friday 248
Office Hours:	By appointment only**	Format:	<i>Hybrid</i>

* Email me via Canvas to ensure I receive your message

** My office hours start at 5:15 pm on select days and by appointment only

Course Format

The is *hybrid* or *blended* course format. Half of the course is face to face (F2F) in the Friday 280 lab on Wednesday nights and the other half of the course will be completed online.

NOTE Formal definition of *hybrid* course:

“A hybrid course is delivered through a combination of traditional face to face classroom instruction and the Internet. For some hybrid courses, at least 50% of the instruction is delivered in an online format.”

Course Description

This course emphasizes the capabilities of **computer systems** and their **applications**.

This course will provide a solid foundation of knowledge about skills that students must develop to effectively use computerized **decision tools** for typical business problems.

- **Computer systems** refers to the lab desktop computers, the library desktop computers, and/or your personal laptop or desktop computers you will use F2F and online to complete assignments and exams.
- **Applications** refers to the star of the semester, **Microsoft Excel 2016**, a decision tool used for typical business problems

Course Objectives

The objectives of this course are as follows:

- Acquire strong ability in using **Microsoft Excel 2016 software** as tools in decision-making. This course will provide a complete learning in **Excel 2016**
- Each Module will also have specific objectives and thus will be included in each week's assignment
- To develop Critical Thinking Skills

Course Materials

Cengage MindTap

The majority of your time will be spent in Cengage MindTap, a learning management system (**LMS**), completing weekly assignments.

A Cengage subscription is required for this class. The code includes your online textbook.

NOTE: Wait until the first day of class to setup Cengage--we will do this as a class!

Where to purchase: Cengage.com or the University bookstore

- 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

A hard copy of the textbook is also available if you prefer a physical book:

- Parsons/Oja/Carey/DesJardins
 - New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive
 - ISBN#9781305880405

Microsoft Excel 2016

Microsoft (MS) Excel 2016 (ONLY 2016 WILL WORK!)

- Available on UNC Charlotte labs and library desktop computers
- Free subscription for UNC Charlotte students
 - <https://software.uncc.edu/software/office365>
- If you are using **MAC computer** with Excel 2016 be aware that some of the advanced functionality may require loading **add ins** or may not be available.
 - **NOTE:** It is your responsibility to make sure that you have the proper **add ins** and/or that you can make it to the lab or library prior to the due date

Grading

Percentages

COMPONENT	PERCENTAGES
Exams (4)* + Final Exam	76%
SAM Projects (8)	12%
SAM Learning Path (10)	12%
TOTAL	100%

* The exam grade with the lowest score will be dropped.

Scores

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
59.4 - 0	F

Course Work



Tip: Course Structure

This course moves **very fast**. Each Module is a foundation for the next Module therefore, you have to learn them in order. If you miss an assignment, it is **extremely difficult** to catch back up. Make sure that you give yourself ample time each week (**5+ hours uninterrupted time**) to not just complete your assignments, but to also **understand what you're learning**. If you have questions, please ask them during **F2F class**. If you find yourself behind and need help, I highly recommend the **Tutoring Center**. You can schedule an appointment with an Excel tutor through **Connect**(<https://uca.e.uncc.edu/programs/tutorial-services>)

Exams

Four equally weighed idlass exams will be given during the semester. The lowest grade will be dropped. A comprehensive final exam will be given at the end of the semester.

- Exams will be taken on the Lab desktop computers in a proctored environment.
- Students are required to bring the **UNC Charlotte Student ID** to sit for exams.

NOTE:The final exam date/time will most likely be during Reading Week instead of the schedule listed online. The instructor will inform the class of the date/time of the final exam.

Learning Paths (LP)

Assignments consisting of sequential combinations of tests and training.

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

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

After the training you will only be tested in the **Post** on tasks you missed.

The grade on the **Post** is what will be recorded as your grade for the LP. The Post

Test can be taken 2 times. **The PostTest cannot be taken without completing the Pre**

Test and Training

- Make sure that you check your Canvas gradebook to make sure that you LP grade is posted.



Alert

Once you have completed the assignment, you must click the "Submit" button to upload your work and receive a grade.

You will receive a score window box from MindTap. Save this score window as proof that you have done the assignment.

Without clicking the “Submit” button, you will not get any credit from the MindTap system for the assignment. Appeals for zero (0) grades in assignments resulting from a student not clicking the “Submit” button will not be accepted --it is the responsibility of students to ensure that their work is properly submitted for grading.



Tips: Assignments

The most effective way to navigate weekly assignments is to:

- Begin with the **reading** where you will learn what you will be **training** for.
- Follow with the **Pre-Test***
- Then the **Training**
- Lastly, the **Post-Test***

Projects

All Projects assigned for a grade are to be completed individually without collaboration among classmates.

Projects are completed by downloading a Module-specific file from MindTap and following the steps outlined. Students will save their work and upload the file for grading. Each Project can be submitted 3 times and the highest grade will be recorded. After each submission a grade assessment report is generated allowing students to see and fix errors then resubmit. The grade will be located in the MindTap gradebook and then manually moved to the Canvas gradebook.

NOTE:The Canvas gradebook is the grade of record.



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-



Alert

It is your responsibility to ensure that your work is properly submitted for grading. No appeals for zero (0) grades will not be accepted.

Alert

When Projects are assigned in MindTap, each student will download a start file that is uniquely created for that student.

MindTap will detect any attempts at:

- Sharing start files
- Use of a different start file than the one created for you
- Copying and pasting information between files, including reports
- Cheating

In the event that a student(s) are flagged by MindTap, you will not be able to submit your file.

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 meetings
- 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.

Extra Credit

There will be **no extra credit** in this course.

Grade Curves

There are **no curves to grades** in this course.

Course Outline

This course is tentative and the instructor has the right to change it. This study plan will help you regulate the course workload over the semester. Following ~~study~~ **study** plan will ensure that you don't miss out on anything. You must be registered with a Cengage account to access complete assignments.

For each Module, you have to study and 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 exercises
- Completing MindTap Learning Paths/Assignments
- Completing MindTap Projects
- Completing Reviews

Course Changes Policy

This 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 in Canvas Announcements.

Other Course Policies

Attendance and Preparation

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

Students will be responsible for any materials made, assignments passed out, and any other type of work posed 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 class tend to make less than their target grades.

Good attendance may enter your final grade.

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



Tips: Emailing the Instructor

- Email the instructor directly from Canvas
 - Email will be answered within 24 - 48 hours
 - No email will be answered before 5 pm M-F
 - **Don't email the instructor directly as your email will not be answered unless it comes from Canvas!**
 - Read below for more details
-

Outside of class, communication between the instructor and the class will be through **Canvas Announcements** and **Canvas Email**. Students should receive Canvas notifications through their UNC Charlotte email unless the student has specifically changed their notification settings. If you are not receiving email notifications from Canvas, it is your responsibility to update the settings in your Canvas account.

Message Policy and Response Time

I check Canvas notifications every day after 5 pm. If you have written an email via Canvas, the earliest response time would be after 5 pm (M-F). I try to have emails answered during the same day (M-F), however there may be times I need to research an answer. In that case, I will respond to your initial email and let you know that I will get back to you with an answer as soon as I can. Please allow me 12 to 24 hours to respond.

If you have questions pertaining to coursework, ask them during our F2F sessions. Other students may have the same or similar questions.

Include these details in your messages

- A recent photo of yourself (PG only!) -- this helps me remember you
- Make sure your name and your section are visible
- A screenshot would be great
- A screencast with you walking through the problem would be so awesome!

- As much detail as possible
 - What is the problem?
 - When did the problem start?
 - Are you using a PC or MAC?
 - Did you read the entire question before beginning?

Message Don'ts

Don't:

- Use CAPs (yelling) I won't read it
- Use profanity or inappropriate slang
- Use text message lingo complete sentences, please
- Be demanding or disrespectful, please



Tips: Office Hours

Office hours are by appointment only. I am only on campus 3 days a week. See me after class to schedule a meeting.

- **DO NOT GO TO THE KENNEDY BUILDING TO FIND ME!!**
 - The Kennedy office is for my 8-5 job only
 - I will only be able to meet with you after 5 pm

Exams

Make-up exams will not be given If you miss an exam, you will use that exam as your lowest exam score and it will be dropped.

Exam reviews are available by appointment for one week after the exam grades are posted.

Exams are a form of intellectual property belonging to those who create them (your professors). Consequently, exams must remain in my possession and under my control

at all times. This means that exams may not be taken out of the room or copied. Students receive feedback rubrics for exams when we go over them in the classroom. 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 (0) 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 (0) and/or the assignment with a possibility for further disciplinary action.

Due Dates Policy



Alert

Late work will not be accepted and will result in a grade of zero (0). If you know you will miss an assignment deadline or know you will not be in class during an assignment, 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 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 crashes, etc.
- You are responsible for your home Internet not working, ruined files, flash drive breaks, etc.
- You cannot use MindTap crashes, MindTap speed delay, etc. as excuses to request assignment extensions, unless I get notifications from MindTap
- Don't ask to change any exam schedule, flight schedule problems, travel reasons, etc. cannot be used for exam reschedule changes

Class Behavior Policy

Disruptive behavior distracts from the ability of other students to profit from their in-class experience. Such behavior includes but is not limited to:

- Arriving late
- Leaving early
- **Having side conversations you will be asked to leave the classroom**
- Making unnecessary comments that add no value to the class
- Surfing the Net
- Text messaging
- Cell phone ringing/ringtones- turn your devices off during lab/class time
- Cell phone conversations via earbuds/earphones you will be asked to leave
- Watching videos
- Eating meals- don't bring food into the lab/classroom
- Being disrespectful to the instructor/fellow classmates - you will be asked to leave the classroom

- Any activities that negatively impact the ability of other students to learn/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, 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.

Electronic Devices in Class

Use of computing, communication, or other devices during 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, IMing, social media, or other activities not required for this 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 <https://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. 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 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 706-687-0040 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 socioeconomic 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 circumstances 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/up409>) 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).

Tentative Schedule Spring 2020 v2

WEEK	CLASS	ONLINE/PRACTICE	DUE
W 1/08	First Day of Class, Introduction, Course Overview, MindTap Setup	N/A	N/A
W 1/15	Canvas & MindTap overview, Assignments instructions	Module 1: <input type="checkbox"/> Read & Work textbook tutorial <input type="checkbox"/> MindTap LP Module 2: <input type="checkbox"/> Read & Work textbook tutorial <input type="checkbox"/> MindTap LP	1/21 by 11 pm: <input type="checkbox"/> Module 1 LP <input type="checkbox"/> Module 2 LP
W 1/22	Lecture/Lab: Module 1 & 2	Module 1: <input type="checkbox"/> Review Exercise Module 1: Start files, Solution files, & Video solution in Canvas Module 2: <input type="checkbox"/> Review Exercise Module 2: Start files, Solution files, & Video solution in Canvas Module 3: <input type="checkbox"/> Read & Work textbook tutorial <input type="checkbox"/> MindTap LP	1/20 by 11 pm: <input type="checkbox"/> Project Mod 2 1/27 by 11 pm: <input type="checkbox"/> Module 3 LP
W 1/29	Lecture/Lab: Module 3	Module 3: <input type="checkbox"/> Review Exercise Module 3: Start files, Solution files, & Video solution in Canvas Exam 1: <input type="checkbox"/> Study & Prepare	1/24 by 11 pm: <input type="checkbox"/> Project Mod 3
W 2/05	W=Exam 1: Modules-3 (Friday Lab 280)		