

Course Description and Objectives

This course emphasizes the capabilities of computer systems and their applications in business. It provides a solid foundation and the necessary skills students must develop to effectively use computerized decision tools for typical business problems. Specific objectives include:

- Acquire a strong ability to use Microsoft Excel software. This course will teach students how to use basic, intermediate and advanced functionality in MS Excel.

Excel will be used repeatedly in later classes and general business projects. Taking the time to become proficient will benefit all business students.

Course Materials

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



Cengage Online Subscription

Students can purchase Cengage at the UNC Charlotte bookstore or [Cengage.com](https://www.cengage.com). When purchasing, students will receive a code which includes the homework, training, and online textbook. **Cengage is required.**

Optional: Students can purchase a hard copy of the textbook if desired. The book used in the course is by Parsons, Oja, Carey, DesJardins and is titled: *New Perspectives Microsoft® Office 365 & Excel 2016: Comprehensive*, ISBN#9781305880405. **A hard copy is NOT NECESSARY.**

MS EXCEL 2016:

- **Excel 2016 is required.** Excel 2016 is available in UNC Charlotte computer labs and the Atkins Library.
- UNC Charlotte students have a free subscription through [Software.uncc.edu](https://software.uncc.edu) (<https://software.uncc.edu/software/office365>).
- **Attention:** Students with MACs who are using Excel 2016 please be aware that some of the advanced functionality may require loading add-ins or may not be available. *It is the*

student's responsibility to check ahead of time. This lack of functionality is not an excuse for late or missing work.

Grading

Assignments and exams are weighted as follows:

Component	Percentage
Exams (4)	76%
SAM Projects (8 or 9)	12%
SAM Learning Paths (10)	12%
Total	100%

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

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

Graded Assignments

The Cengage interface is called **Mindtap**. The system where student's do their homework and projects is called **SAM**. We will use these terms a lot during this course.

SAM Learning Paths

Each SAM Learning Path assignment consists of tests and training including a pre-test, training and post-test.

Pre-test: This test is required. It includes tasks and assesses what the you already understand.

Training: After the pre-test, the system provides tasks that you complete based what you missed on the pre-test.

Post-test: After training, you will complete a post-test. The post-test will focus on the tasks completed in training. It can be taken twice and is the **grade** for the SAM Learning Path. ***The Post-Test cannot be taken without completing the Pre-Test and Training.***

Grade: The grade on the post-test is recorded as the grade for the SAM Learning Path. The post-test can be taken 2 times. Make sure you check your Canvas gradebook that your SAM Learning Path grade is posted.

Very Important! Once you have completed a SAM Learning Path or Project, you click the **Submit** button to submit it and receive your score. Once submitted, a score window from SAM

will appear. You should save this score window as proof that the assignment was completed and successfully submitted.

Without clicking the **Submit** button, you **will not get any credit** from the SAM system—which would be unfortunate. Appeals for zero grades as a result of not properly submitting assignments will not be accepted—even when the assignment was completed. ***Ensuring work is properly submitted, is your responsibility.***

SAM Projects

Most modules have a graded SAM Project. All graded SAM Projects must be completed **individually**. ***No collaboration among students is permitted.*** However, you may collaborate on **ungraded** training activities.

SAM Projects are completed by downloading data files from SAM and following the steps outlined in each assignment. You will save your work—usually a specific file name is required. Then you will upload the file back into SAM for grading. Grades are immediate.

Each project can be submitted 3 times and the highest grade is recorded. After each submission, a graded assignment report is generated allowing you to fix your errors and resubmit the file. *The grade will be placed in the SAM gradebook and then moved to the Canvas gradebook.*

Please note: *The Canvas gradebook is the grade of record.*

Very Important! Once you have completed a SAM Learning Path or Project, you must click the **Submit** button to submit it and receive your scores. Once submitted, a score window from SAM will appear. You should save this score window as proof that the assignment was completed and successfully submitted.

Without clicking the **Submit** button, you **will not get any credit** from the SAM system—which would be unfortunate. Appeals for zero grades as a result of not properly submitting assignments will not be accepted—even when the assignment was completed. ***Ensuring work is properly submitted, is your responsibility.***

Please note: When projects are assigned, you will download a “start file” that is uniquely assigned to you. **The SAM software will detect any attempt to share “start files” including not using the supplied “start file” or copying/pasting information between files (including Reports). If one of these attempts is detected, the software will stop you from submitting the file. Sharing the start file is considered cheating.**

Practice Assignments

Each module contains a variety of practice materials. These assignments are suggested and provide extra practice; **they are not calculated in the course grade.** You may collaborate on these practice assignments and activities.

Textbook work: These exercises are problems presented in “real-world” case scenarios and are completed using your textbook (instructions) and a given data file. Available links will be in the corresponding Canvas module.

SAM Training: These are examples where you can choose to read how to do the task (Intro), watch a video showing you how to do the task (Observe), interact with the video (Practice) and perform the task (Apply).

Lecture: Materials that will be used in weekly class lecture.

Reviews: These are the Modules Reviews at the end of the textbook Module. They 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 in Canvas usually with **recordings**.

Exams

There will be five equally weighted IN CLASS exams: 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.

Course Policies

Attendance and Preparation

- Attendance is **optional** except for the **exams**. However, attendance is encouraged. Historically, students who attend class do better than those students who don't attend.
- Be aware the professor may refuse to answer questions due to absenteeism.
- You are responsible for obtaining any missed information (e.g., notes, announcements) from fellow students if you miss class.
- You are responsible for any material covered, announcements made, assignments passed out, and any other type of work posted on Canvas or in SAM.
- Some topics discussed in the classroom are not covered adequately in the textbook, thus the professor will present alternative and better approaches during class time.

Communication via Canvas and email

Outside the class, I will communicate with students via Canvas Announcements and email. You should check your email and access your Canvas regularly—hopefully at least daily. I am not

responsible if you miss any information communicated via Canvas and email regarding the course.

Email Policy

The best way to communicate with me is via email. Please use a subject line that includes: “**INFO 2130**” and use your UNC Charlotte email address. My email is listed at the top of each page of this syllabus.

I typically check my email several times a day, but NOT every minute. You should allow 24 hours for me to respond to emails—longer if it is a weekend.

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 me prior to the scheduled exam time. Students who miss an exam with an approved excuse will be allowed to make up the exam with my approval. There will be no make-up for the comprehensive final.

Exam reviews will be available during office hours or by appointment for one week after exam grades are posted.

Exams are a form of intellectual property and belong to those who create them (me and my fellow professors). Consequently, exams must always remain with the professors. This standard means that exams may not be taken out of the room or copied. You will receive your exam grade with a 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, SAM learning paths, SAM projects, and completion of practice exams.

You must complete each graded 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 late assignments. You should arrange to turn in your work early if you know you will miss class.

Grade Appeals Policy

If you believe that a grade on an assignment or an exam was in error or unfair, you can appeal to me 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

- You are responsible if your computer crashes, software crashes, etc.
- You are responsible if your home Internet does not work, file ruined, flash drive does not work, etc.
- Do not use SAM crashes, SAM speed delay, etc. as excuses to request assignment extensions, unless the professor gets a notification from SAM. If there are technical difficulties that affect all students, we'll adjust assignments accordingly.
- 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 isn't fair to others. It distracts other students who have paid for this course and my time. 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 the professor's responsibility to provide an environment that is conducive to learning for everyone in the class, the professor may deduct points from the grade of any student who chooses to repeatedly distract others. In particularly egregious cases, the professor may 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 Belk College of Business has an obligation to ensure that 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 UNC Charlotte students have the responsibility to be familiar with and to observe the requirements of The **UNC Charlotte Code of Student Academic Integrity** (see the Catalog and also <https://integrity.uncc.edu/>). This code forbids cheating, fabrication or falsification of information, multiple submissions 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 professor 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 any cases of academic dishonesty that they become aware of to the course professor 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 professor or the TA, not other classmates.

Any further specific requirements or permission regarding academic integrity in this course will be stated by the professor 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 UNC Charlotte 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 situation may constitute an honor code violation, you should meet with the professor to discuss the situation.

The professor 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. Students in this course seeking accommodations to disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining 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 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 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 professor 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 professor prior to the census date of the semester (typically the tenth day of instruction).

Professor: Heather Cummens

Class Meets: Thursday 5:30pm – 8:15pm

Office: Friday 248

Class Location: Friday 280 (computer lab)

hcummens@uncc.edu ★ 704-687-8993

Office hours: By appointment; Thursday 4:15 – 5:15pm;

Course Changes Policy

The professor 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.

Tentative Schedule

This schedule is tentative, and I have the right to change it. This study plan will help you regulate the course workload over the semester. Please don't get behind; it will be difficult to catch up. You must be registered with a Cengage account to access and complete assignments.

For each module (chapter), you have study/practice materials in Canvas. Some modules have assigned projects. You are responsible to complete the material assigned in each module.

Please note: *Some functionality does not work on Macs without additional add ins. You are still responsible for the assignments and work. If you have a Mac, you may want to plan on doing your homework in one of our computer labs on campus.*

Week #	Online Training and Study On your own/practice	Assignments Due/Graded Mon & Wed at 11:59 pm	In Class Thursdays Friday 280
1 1/9	-	-	Thursday 1/9 Introduction and Course Overview, SAM Setup
2 1/16	Module 1 & 2 Read and Work textbook tutorial SAM Module 1 Learning Path SAM Module 2 Learning Path	SAM Module 1 Learning Path DUE Mon, 1/13 at 11:59 pm SAM Module 2 Learning Path DUE Wed, 1/15 at 11:59 pm	Thursday 1/16 Lecture - Module 1 and Module 2 Help available after lecture
3 1/23	Module 2 Review Exercise: Start files, Solution files, and Video solution in Canvas. SAM Project Mod 2 Module 3 Read and Work textbook tutorial SAM Learning Path	SAM Project Mod 2 DUE Mon, 1/20 at 11:59 pm SAM Module 3 Learning Path DUE Wed, 1/22 at 11:59 pm	Thursday 1/23 Lecture - Module 3 Help available after lecture
4 1/30	Module 3 Review Exercise: Start files, Solution files, and Video solution in Canvas. SAM Project Mod 3 Module 4 Read and Work textbook tutorial SAM Learning Path	SAM Project Mod 3 DUE Mon, 1/27 at 11:59 pm SAM Module 4 Learning Path DUE Wed, 1/29 at 11:59 pm	Thursday 1/30 Lecture – Module 4, Review for Exam 1 (Modules 1-3)

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Week #	Online Training and Study On your own/practice	Assignments Due/Graded Mon & Wed at 11:59 pm	In Class Thursdays Friday 280
5 2/6	Exam 1: Study and Prepare for Exam 1 on Modules 1 – 3		Thursday 2/6 Exam 1 (Modules 1-3) Taken in Class
6 2/13	Module 4 Review Exercise: Start files, Solution files, and Video solution in Canvas. SAM Project Mod 4 Module 5 Read and Work textbook tutorial SAM Module 5 Learning Path	SAM Project Mod 4 DUE Mon, 2/10 at 11:59 pm SAM Module 5 Learning Path DUE Wed, 2/12 at 11:59 pm	Thursday 2/13 Lecture - Review the Exam, Module 5 Help available after lecture
7 2/20	Module 5 Review Exercise: Start files, Solution files, and Video solution in Canvas. SAM Project Mod 5 Module 6 Read and Work textbook tutorial SAM Module 6 Learning Path	SAM Project Mod 5 DUE Mon, 2/17 at 11:59 pm SAM Module 6 Learning Path DUE Wed, 2/19 at 11:59 pm	Thursday 2/20 Lecture - Module 6 Help available after lecture
8 2/27	Module 6 Review Exercise: Start files, Solution files, and Video solution in Canvas. SAM Project Mod 6 Module 7 Read and Work textbook tutorial SAM Module 7 Learning Path	SAM Project Mod 6 DUE Mon, 2/24 at 11:59 pm SAM Module 7 Learning Path DUE Wed, 2/26 at 11:59 pm	Thursday 2/27 Lecture – Module 7, Review for Exam 2 (Modules 4-6) Help available after lecture
9 3/5		NO CLASS Spring Recess	NO CLASS Spring Recess
10 3/12	EXAM 2 Study and Prepare for Exam 2 on Modules 4-6		Thursday 3/12 Exam 2 (Modules 4 - 6) Taken in Class.

Week #	Online Training and Study On your own/practice	Assignments Due/Graded Mon and Wed at 11:59 pm	In Class Thursdays Friday 280
11 3/19	<p>Module 7 Review Exercise: Start files, Solution files, and Video solution in Canvas. SAM Project Mod 7</p> <p>Module 8 Read and Work textbook tutorial SAM Module 8 Learning Path</p>	<p>SAM Project Mod 7 DUE Mon, 3/16 at 11:59 pm</p> <p>SAM Module 8 Learning Path DUE Wed, 3/18 at 11:59 pm</p>	<p>Thursday 3/19 Lecture –Review Exam 2, Module 8 Help available after lecture</p>
12 3/26	<p>Module 8 Review Exercise: Start files, Solution files, and Video solution in Canvas. SAM Project Mod 8</p> <p>Module 10 Read and Work textbook tutorial SAM Learning Path</p>	<p>SAM Project Mod 8 DUE Mon, 3/23 at 11:59 pm</p> <p>SAM Module 10 Learning Path DUE Wed, 3/25 at 11:59 pm</p> <p>Please note: We are not doing module 9.</p>	<p>Thursday 3/26 Lecture - Module 10 and Review for Exam 3 (Modules 7-8) Help available after lecture</p>
13 4/2	<p>EXAM 3 Study and Prepare for Exam 3 on Modules 7-8</p>		<p>Thursday 4/2 Exam 3 (Modules 7 - 8) Taken in Class.</p>
14 4/9	<p>Module 10 Review Exercise: Start files, Solution files, and Video solution in Canvas. SAM Project Mod 10</p> <p>Module 11 Read and Work textbook tutorial SAM Learning Path</p>	<p>SAM Project Mod 10 DUE Mon, 4/6 at 11:59 pm</p> <p>SAM Module 11 Learning Path DUE Wed, 4/8 at 11:59 pm</p>	<p>Thursday 4/9 Lecture – Module 11 Help available after lecture</p>
15 4/16	<p>Module 11 Review Exercise: Start files, Solution files, and Video solution in Canvas. SAM Project Mod 11</p>	<p>SAM Project Mod 11 DUE Mon, 4/13 at 11:59 pm We may not get to the project.</p>	<p>Thursday 4/16 Lecture - Review for Exam 4 and FINAL</p>
16 4/23	<p>EXAM 4 Study and Prepare for Exam 4 on Modules 10-11</p>		<p>Thursday 4/23 Exam 4 (Modules 10-11) Taken in Class</p>
	<p>Common Final Exam Date and Time TBD (Will be announced sometime in April); It is usually done during Reading Days and NOT during the posted final exam schedule.</p>		