



## Course Syllabus – Fall 2023

### INFO 2130 - 092 – Introduction to Business Computing

- Instructor: Kanlun (Sampson) Wang | email at [kwang17@uncc\(charlotte\).edu](mailto:kwang17@uncc(charlotte).edu)
- Class Hours: **Tuesday 5:30-8:15 pm**
- Location: **Friday Building – Room 280**
- Course Type: In-person
- Office Hours: **Tuesday 3:00-4:30 pm (by appointment only)**  
Office Location: Friday Building – Room 341B

#### Description and Learning 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.

#### Course Portal

Canvas and CengageMindtap will be the ONLY websites and primary communication channels for all information about this course. Go to <http://canvas.uncc.edu> and log in with your Ninernet credentials, search for “202380-INFO-2130-092-11763” to access relevant course materials, and the setup of Cengage Mindtap will be discussed on the first day of the class.

#### Textbook

##### ***New Perspectives Microsoft 365 and Office 2021 Collection" by Cengage***

Your Niner Course Pack materials are available through Frist Day Complete, a program managed by Barnes & Noble Charlotte that provides digital course materials to students at a discount. If you wish to opt out of First Day Complete, visit [aux.charlotte.edu/niner-pack](http://aux.charlotte.edu/niner-pack) for information. If you opt-out, access to digital course materials available within Canvas will be removed and you are still responsible for purchasing all required course materials unless you opt back in before the deadline. The Opt-out deadline (Census date) for Fall 2023 is September 1, 2023. You may purchase your materials through Barnes & Noble Charlotte in the Popp Martin Student Union. For more information about your Niner Course Pack and Q & A, visit [aux.charlotte.edu/niner-course-pack](http://aux.charlotte.edu/niner-course-pack) and/or contact Barnes and Noble College Customer Care at [bookstorecustomercare@bncollege.com](mailto:bookstorecustomercare@bncollege.com) or 1-844-932-6657. Review a video presentation with an overview of the program: <https://www.youtube.com/watch?v=MguEQnVI2uE&t=85s>. To access your digital course materials within Canvas, select "Modules" from the left inner navigation menu of the course homepage and then select one of the publisher's links. In addition, a hard copy of the textbook is optional for this class.

## Hardware

You are expected to use a lab desktop only during the class. When you use your personal computer while you are not in the lab, your personal computer/laptop should be capable of installing and running the required software.

## Software

If you plan to use computers in the student labs on campus, Microsoft Office Suite is pre-installed in the Friday building student labs. In addition, Apporto is a web-based virtual machine, which gives you a consistent entry point to various pre-installed applications and software.

- 1) Microsoft Excel 2019 is available via <http://apporto.uncc.edu> with your UNC Charlotte account. Apporto is a virtual computer lab. If you are using a Chrome book you will need to use Apporto. If you are using a MAC please be aware that some advanced functionality may require loading add-ins or may not be available, and you will need to use Apporto.
- 2) UNC Charlotte students can download Microsoft 365 for free from <https://software.uncc.edu/>.

## Grading Policies

- Student performance in the course will be weighted as follows:

Category	Sub-total
Exams	50%
Take-home Assignments	20%
In-class Case Study	10%
In-class Training	10%
In-class Textbook Project	10%
<b>Total points</b>	<b>100%</b>

- The final letter grades will be based on the following scales.

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

## Grading

The points and weights for each project and exam are declared in the syllabus. Your performance in these tasks will count towards your final grade. There is NO MAKE-UP if you miss any, irrespective of the reason for a student missing the assignment. Instead, you will be allowed to drop ONE project (either in-class or take-home assignment) or exam with the lowest grade. According to the overall performance of students, the instructor reserves the right to consider grade curving.

## Grade Appeals Policy

If you believe that the grade you received on an assignment or an exam was in error, you can appeal to the instructor 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 the nature of the error.

## Late Submissions

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 will be worthless. Therefore, late submissions are strongly discouraged. After the due date, the late homework may be accepted within 2 days after the due date, but **with a 20% penalty**.

## Course Schedule

#	Date	Topic	Deliverable Due
1	Aug 22	Introduction and Course Overview	Check your understanding of SAM
2	Aug 29	Module 1: Getting Started with Excel	<ul style="list-style-type: none"><li>- In-class training</li><li>- In-class textbook project</li><li>- In-class case study</li><li>- Take-home assignment</li></ul>
3	Sep 5	Module 2: Formatting Workbook Text and Data	ditto
4	Sep 12	Module 3: Performing Calculations with Formulas and Functions	ditto
5	Sep 19	Module 4: Analyzing and Charting Financial Data	ditto
6	Sep 26	<b><u>Exam 1 (Module 1-4)</u></b>	
7	Oct 3	Module 5: Generating Reports from Multiple Worksheets and Workbooks	ditto
8	Oct 10	Module 6: Managing Data with Data Tools	ditto
9	Oct 17	<b><u>Exam 2 (Module 5-6)</u></b>	
-	Oct 24	<i>Student Recess - No Classes</i>	
10	Oct 31	Module 7: Summarizing Data with PivotTables	ditto
11	Nov 7	Module 8: Performing What-If Analyses	ditto
12	Nov 14	<b><u>Exam 3 (Module 7-8)</u></b>	
13	Nov 21	Module 10: Analyzing Data with Business Intelligence Tools	ditto
14	Nov 28	Module 12: Developing an Excel Application	ditto
15	Dec 5	<b><u>Exam 4 (Module 10-12)</u></b>	
16	Dec 12	<b><u>Final Exam (Optional)</u></b>	

### Course Changes Disclaimer

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 on Canvas.

### Projects

***All projects assigned for a grade are to be completed individually by each student. No collaboration among students is permitted.*** Projects will be completed by downloading files from Mindtap (link in Canvas course) and following the steps outlined in each project. Students save their work and upload the file back into Mindtap 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.

Once you have completed a Project, you must click the “Submit” button to submit it. At that time, you may click on “View Report” to view the graded project. When projects are assigned, each student will download

a start file that is uniquely assigned to that student. The software will detect any attempts at sharing start files, not using the supplied start file, or copying and pasting 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. 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 and may invoke the academic integrity review process.

### **Examinations**

There will be four exams plus a comprehensive final exam for the course. The exam 1, 2, 3, and 4 are mandatory and will be counted towards the final grade, but the final exam is optional. The instructor will keep all exams after grading. However, exam reviews are available during office hours. Students requesting a review of their exams should do so within 7 calendar days of the posting of the exam grades. No grade reviews or adjustments will be done beyond this 7-calendar day period.

Exams are a form of intellectual property belonging to those who create them. Consequently, exams must remain in the instructor's possession or under the instructor's control at all times. This means that exams may not be taken out of the room or copied. Students are encouraged to review their exams during office hours. However, failure to return an exam after taking or reviewing it or removing an exam from the instructor's presence at any time, or copying an exam will be considered theft of intellectual property. Such action will result in an exam grade of ZERO and may warrant further disciplinary action.

### **Make-up Exam Policy**

Make-up exams will NOT be given except in cases of serious medical emergencies as evidenced by absence verification received from The Division of Student Affairs, Student Assistance, and/or Support Services. The instructor will review all requests and authorize, at his discretion, eligible students to take makeup exams. A student who misses an exam without prior approval, possibly due to an unexpected situation on the exam day, should contact the instructor within 12 hours of the exam start date/time and provide appropriate supporting documentation to be eligible for the makeup exam. It is the student's responsibility to be aware of and follow the make-up exam policies and no special accommodations will be made for any exceptions.

### **Attendance**

*Regular attendance is necessary for doing well in this course. It has been observed that students who miss more than 3 classes are most likely to end up with a failing grade in this class.* However, when you attend class, it is important to not arrive late or leave early as it is extremely disruptive. You are responsible for completing the work from all the class meetings. You are responsible for any material covered, announcements made, assignments distributed, and any other type of work you may miss during any absence from class. The exams may contain material discussed in the class but may not be in the posted PowerPoint notes or handouts. Attendance will be taken at random in class during the semester and will be counted toward your grade. Attendance will be an important factor in making borderline grade decisions.

### **Class Preparation and Participation**

Meaningful participation in the class includes answering questions posed to the class by the instructor, adding insightful comments or information to the topics being discussed, sharing information relevant to the discussion topic, and asking thoughtful questions that raise the level of discussion for the benefit of the entire class. However, students should refrain from discussions or behavior that disrupts the general learning environment in the class. Such disruptive behavior will be treated seriously and will result in a loss of grade points.

Students are expected to study the posted materials (notes, videos, presentations, etc.) prior to each respective class session. Additionally, students must be prepared to intelligently have class discussions and answer questions related to the current topics.

## **Quality of Work**

*The expectation is that all your submitted work will be of professional quality both in terms of content and presentation.*

- Spelling, grammar, punctuation, clarity of expression, and presentation will count in every piece of work you do for this course. If you have trouble with spelling, grammar, or punctuation, have someone proofread your package.
- Your grade will be based on what you say or write and how you present it. It becomes difficult to read for content if the mechanics are sloppy, and a superior job may not be recognized as such if presented in an error-laden package.
- Good ideas sloppily expressed will receive mediocre grades, as will flashy presentations that lack content.
- Students whose native language is not English must meet the same quality requirements as others.

All work submitted for evaluation (including group and individual work) must be neat and clearly marked indicating the question/case to which it relates. Work submitted online must have all files named appropriately so that the instructor can easily understand what the file represents. The instructor will not spend time going through all your files to find your submitted work. Even though this is not a language class, the instructor will deduct points for typos or grammatical errors in submitted work. Whether it is individual work or group work, it is a good idea to thoroughly review it before submitting it. Do not ask/expect the instructor to review your work before submission for opinions or feedback.

## **Instructor's Help**

As you practice various sample problems in this class, you will invariably encounter programs that do not work. It is your responsibility to pay attention to discussions in class related to debugging. If you are not able to identify the errors, the instructor will be happy to go through your work with you and help you identify the problems. The instructor can provide any amount of help with the examples and practice problems. But the instructor cannot provide any help with your quizzes and exams if you face any problems. It is your responsibility to learn the correct use of the tools required for this class. It is strongly advised that you try to solve the examples and practice problems by yourself so that it is easy for you to complete your homework assignments and exams.

## **Extra Credit**

There will be no extra credit in this course.

## **Electronic Devices in Class**

Students are permitted to use laptops or tablets during class for note-taking and other class-related work only, but this should be done without distracting other students and without distracting you from the topic of discussion. Cellular phones **MUST BE TURNED OFF/SILENCED AND STORED AWAY DURING THE CLASS** and students are strongly discouraged from checking their cell phone messages when the class is in progress. Use of instant messaging, email, or other communication technologies during class time is not allowed. Calculators and computers are not allowed during examinations and quizzes unless specifically announced by the instructor.

## **Class Cancellation**

If the instructor is unable to attend class or the University is closed unexpectedly, assume the course material will be moved forward to the next meeting.

## **Academic Honesty/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 projects must be his/her own work.

All UNCC students have the responsibility to be familiar with and observe the requirements of The **UNCC Code of Student Academic Integrity** (see the Catalog and also <https://academicintegrity.uncc.edu/>). This code forbids cheating, fabrication or falsification of information, multiple submissions 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.

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 homework. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned work. Students may not "work together" on graded assignments. Such collaboration constitutes cheating unless it is a group assignment. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor or the TA, not other classmates.

Any further specific requirements or permission regarding academic integrity in this course will be stated by the instructor and are also binding on the students in this course. Students who violate the code can be punished to the extent of being permanently expelled from UNCC and having this fact recorded on their official transcripts. The normal penalty is zero credit on the work involving dishonesty and, potentially, a further substantial reduction of the course grade to a lower or failing grade.

If you are unclear about whether a particular situation may constitute an honor code violation, you should meet the instructor 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**

Students in this course seeking accommodations for disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations. If you have a disability that qualifies you for academic accommodations, please provide a letter of accommodation from the Office of Disability Services. For more information regarding accommodations, please contact the Office of Disability Services at 704.687.4355 or stop by their office at 230 Fretwell.

### **Non-discrimination**

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

### **Religious Accommodation**

The instructor will observe UNCC Policy Religious Accommodation for Students on matters requiring 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 the instruction).

### **Withdrawal from Class**

The administration of this institution has set deadlines for withdrawal from any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, the instructor cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

### **Incomplete Grade**

As per university policy, incomplete grades will be granted when a student who is otherwise passing has not, due to circumstances beyond his/her control, completed all the work in the course. The missing work must be completed by the deadline specified by the instructor or during the next semester (fall or spring) in residence, but no later than 12 months after the term in which the "I" grade was assigned, whichever comes first. If the "I" grade is not removed during the specified time, a grade of "F", "U" or "N" as appropriate is automatically assigned. The grade of "I" cannot be removed by enrolling again in the same course.

### **COVID-19 information**

Please visit the following link and make sure to follow the current COVID-19 requirements on the UNCC campus. <https://ninernationcares.charlotte.edu/covid-19-information>

### **Copyright Ownership in Course Materials**

The lectures and course materials, including presentations, tests, exams, outlines, and similar materials, are protected by copyright. The instructor is the exclusive owner of the copyright in those materials created by the instructor. You are encouraged to take notes and make copies of course materials for your own educational use. However, you may not, nor may you knowingly allow others to reproduce or distribute lecture notes and course materials publicly without the express written consent of the instructor. This includes providing materials to commercial course material suppliers such as Course Hero and other similar services.

Students who publicly distribute or display or help others publicly distribute or display copies or modified copies of an instructor's course materials may be in violation of University Policy 406, The Code of Student Responsibility. Similarly, you own the copyright in your original papers and exam essays. If the instructor is interested in posting your answers or papers on the course website, the instructor will obtain your written permission.