

Course Syllabus

INFO 2130 093 – Fall 2023

Introduction to Business Computing

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Office Hours: MW 10:00-11:00, Tuesday 1:30-2:15 & Thursday 4:00-5:00

Class Hours: Thursdays 5:30-8:15 in Friday 280 ON Campus

Syllabus

- *This syllabus contains the policies and expectations I have established for this course. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Unless you are prepared to abide by these policies and expectations, you risk losing the opportunity to participate further in the course.*
- *The standards and requirements set forth in this syllabus may be modified at any time by the instructor. Notice of such changes will be by announcement in class and/or by changes to this syllabus posted on the course Canvas website.*

Catalog Description & 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. Specific objectives include:

- Acquire a strong ability in using the Microsoft Excel software as a decision-making tool.

Course Materials

To enhance your learning experience and provide affordable access to the right course material, this course is part of an inclusive access model called FirstDay™. You can easily access the required materials for this course at a discounted price, and benefit from single sign-on access with no codes required in Canvas.


UNC Charlotte will bill you at the discounted price as a course charge for this course.


It is NOT recommended that you Opt-Out, as these materials are required to complete the course. You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended.


For more information and FAQs go to customercare.bncollege.com  (<https://customercare.bncollege.com/hc/en-us>).

Student Tutorial Videos

Accessing Your eTextbook: <https://vimeo.com/304674236>  (<https://vimeo.com/304674236>)





Opting Out of FirstDay for your eTextbook: <https://vimeo.com/304674616> 
(<https://vimeo.com/304674616>)

Opting Out of FirstDay for your courseware: <https://vimeo.com/304674959> 
(<https://vimeo.com/304674959>)

Other Features on the Course Materials page: <https://vimeo.com/304675344> 
(<https://vimeo.com/304675344>)

Optional (hard copy of textbook):

Once you have purchased Cengage Unlimited you can rent the textbook for a nominal fee. Login to your Cengage Dashboard to request.

- Microsoft Excel is free to UNCC students. Download free from [office.com](http://www.office.com)  (<http://www.office.com>) or <https://uncc.onthehub.com/WebStore/Welcome.aspx> 
(<https://uncc.onthehub.com/WebStore/Welcome.aspx>)
-  (<https://uncc.onthehub.com/WebStore/Welcome.aspx>)
 - Make sure to login
 - You want the Office 365 version that downloads to your computer. **(Do not use Excel version from browser as it does not have all tools needed for the course)**
- Chromebook users - Microsoft Excel is available via <http://apporto.uncc.edu>  (<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.
- **MAC users** - please be aware that **some advanced functionality** may require loading add-ins or **may not be available**, and you will need to use Apporto, a computer lab or other PC. There are a significant number of assignments that do not work on a Mac.
- If physical access to campus is possible, the software is also available in campus labs and the library.
- It is your responsibility to check ahead of time that you know how to access the software and is not an excuse for late work.

Workload

Being designated as hybrid, this course will cover the required instructional hours through on campus labs and asynchronous readings and assignments. **Approximately 10-15 hours of class/assignment work each week**

will be required to be successful in the class. Out-of-class work may include but is not limited to required reading, watching videos, completing tutorials, practicing, and studying for quizzes and exams.

Students who come to class, prepared and engaged generally do well. If you wait to the last minute (due date) to complete assignments, you risk not having time to reach out for help if needed.

The first 2-3 modules may seem easy and content you have seen before. Around Module 3 content will become quite challenging especially if you are not engaged.

I have due dates for the entire semester already posted and will adhere strictly to them.

NOTE: Due dates, exams and topics may change as the semester progresses. You will be notified of any changes.

Grading

Component	Percentage
Exams *taken IN CLASS	40%
Training HW Assignments *1 day late policy with 20% reduction	10%
Textbook HW Assignments *1 day late policy with 20% reduction	20%
Module HW Projects *1 day late policy with 20% reduction	20%
In Class Case Assignments * lowest 3 dropped *completed DURING Class only	10%
Total	100%

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

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

Grades will be posted on Canvas. You can set your Canvas preferences to receive notification when grades are available. **NOTE:** Canvas calculates grades based on assignments that have completed. You will want to calculate your grade manually to see a current grade and forecast future assignments.

TB/Project/Class Cass Assignments 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 assignment can be submitted 3 times and the highest grade will be recorded.** After each submission, a graded assignment report is generated allowing students to fix the errors and re-submit the file.

Once you have completed an Assignment, you must click the “Submit” button to submit it. At that time, you may click on “View Report” to view the graded assignment.

When assignments 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 and copying and pasting of information between files.

The software will detect any attempts at sharing start files, not using the supplied start file OR copying and pasting of information between files (including Reports). In the event that students are flagged by the system for any of these actions the software WILL NOT ALLOW you to submit your file...as this is considered cheating.

If 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.

All assignments assigned for grade are to be completed individually by each student.

Training Assignments


These are task based in a simulated environment.

You have unlimited attempts before the due date.

Exams

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

Exams will be taken in class during class hours on the days designated in the schedule. Exams may be “open note” but any collaboration with others will result in a grade of zero for the exam and the course plus an Academic Integrity citation. Only handwritten notes are acceptable for use during the exam. No laptops, phones, watches, etc. are allowed during the exam. You must use the desktop computer in the lab to take the exam.

Make-up exams will NOT be given except in cases of serious medical emergencies as evidenced absence verification received from [The Division of Student Affairs, Student Assistance and Support Services](https://sass.uncc.edu/services/absence-verification).  (<https://sass.uncc.edu/services/absence-verification>)

Students missing an exam with an approved excuse will be allowed to make up the exam with the professor's approval during the **final exam period by taking the comprehensive final exam**. There will be no make-up for the comprehensive final. Please note, a Student Affairs Letter does not guarantee a make up exam or assignment. Each case is reviewed by the instructor and decisions are based on the unique situation.

Exam reviews will be available via email for 4 days after exam grades are posted.

Exams are a form of intellectual property belonging to those who create them (your professors). Consequently, keeping a copy of an exam or sharing it with others will be considered a violation of the Academic Integrity Code. Such action will result in an exam grade of zero and may warrant further disciplinary action.

Exam review exercises will close 2 hours before the scheduled exam time. Make sure to plan your study time accordingly.

Module Sequence Recommendation

The recommended sequence is as follows and setup in Canvas in Modules:

1. Weekly **training assignments** (GRADED) - see course schedule (approx. 30 min to complete)
2. Weekly **textbook assignments** (GRADED) - see course schedule (approx. 2 -3 hours to complete)
3. Weekly **IN Class Case Projects** (GRADED) - complete in class weekly (approx. 1.5 hours to complete)
4. Weekly **Module Projects** (GRADED) - (approx. 30 min to complete)

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

The Canvas Gradebook is the gradebook of record

You will be working on assignments in Cengage Mindtap and the grade will be posted to Canvas. The Canvas gradebook contains the weighting to match the syllabus.

Attendance Policy

Attendance is optional but encouraged. I take attendance via the Cengage App, surveys, sign out sheets and checking ID (or class provided barcode). Be ready for any method.

During our assigned on campus class time- I will cover topics from the textbook and assignments that might need more discussion and we will work the weekly in **Class Case project**. You **MUST** be present during class to complete and submit the Case project for credit. Attempts to submit the Class Case outside of an attended class is considered a violation of Academic Integrity and subject to course grade penalties. I have allowed for the 3 lowest IN Class Case study projects to be dropped in the event you are absent from class.

Exams will be given IN CLASS in the Lab at a specified date/time. Please check the course schedule for all dates.

Due Dates Policy

Late policy on Textbook and Project assignments only. 1 day with a 20 % penalty and no help from instructor after due date.

Late work after 1 day will not be accepted, and you will receive a zero for that work.

No extensions to assignments, tasks or exams are granted. You should not wait until the last minute to submit your work. Any issues involving technical problems, internet outages, lag/delays, time synchronization, etc. are not excuses for missing a deadline.


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 four (4) 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.

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 projects 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://academicintegrity.uncc.edu/>  (<https://academicintegrity.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.

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 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, further substantial reduction of the course grade to a lower or failing grade.

If you are unclear about whether a 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 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.

Laptop Policy

<https://itservices.uncc.edu/laptop>  (<https://itservices.uncc.edu/laptop>)

<https://belkcollege.uncc.edu/laptop-policy>  (<https://belkcollege.uncc.edu/laptop-policy>)

Disability Accommodations

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. 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 in 230 Fretwell.

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.

Non-Discrimination

All students and the instructor are expected to engage with each other respectfully. Unwelcome conduct directed toward another person based upon that person's actual or perceived race, actual or perceived gender, color, religion, age, national origin, ethnicity, disability, or veteran status, or for any other reason, may constitute a violation of University Policy 406, The Code of Student Responsibility. Any student suspected of engaging in such conduct will be referred to the Office of Student Conduct.

Required face covering in classrooms and labs



It is the current policy of UNC Charlotte that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the 49er community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings **in all indoor spaces on campus** [↗ \(https://ninernationcares.uncc.edu/health-safety\)](https://ninernationcares.uncc.edu/health-safety), including classrooms and labs, **regardless of vaccination status**. Failure to comply with this policy in the classroom or lab may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Office of Student Conduct and Academic Integrity for charges under the **Code of Student Responsibility** [↗ \(https://legal.uncc.edu/policies/up-406\)](https://legal.uncc.edu/policies/up-406).


COVID-19 absenteeism

Students are expected to attend every class and remain in class for the duration of the session when it is safe to do so in accordance with university guidance regarding COVID-19. Failure to attend class or arriving late may impact your ability to achieve course objectives which could affect your course grade. An absence, excused or unexcused, does not relieve a student of any course requirement. Regular class attendance is a student's obligation, as is a responsibility for all the work of class meetings, including tests and written tasks. Any unexcused absence or excessive tardiness may result in a loss of participation points.

Students are encouraged to work directly with their instructors regarding their absence(s). For absences related to COVID-19, please adhere to the following:

- **Complete your [Niner Health Check](https://emergency.uncc.edu/covid-19/niner-health-check)** [↗ \(https://emergency.uncc.edu/covid-19/niner-health-check\)](https://emergency.uncc.edu/covid-19/niner-health-check) each morning.
- **Do not come to class if you are sick.** Please protect your health and the health of others by staying home. Contact your healthcare provider if you believe you are ill.
- **If you are sick:** If you test positive or are evaluated by a healthcare provider for **[symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)** [↗ \(https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html\)](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html), **[CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html)**, indicate so on your **[Niner Health Check](https://emergency.uncc.edu/covid-19/niner-health-check)** [↗ \(https://emergency.uncc.edu/covid-19/niner-health-check\)](https://emergency.uncc.edu/covid-19/niner-health-check) to alert the University. Submit a copy of your Niner Health Check notification email to your instructors. Upon learning that you have tested positive or have been diagnosed for symptoms of COVID-19, either from your reporting or from Student health Center testing or diagnosis, representatives from Emergency Management and/or the Student Health Center will follow up with you, and your instructors will be notified of the need for accommodations, as necessary.

- **If you have been exposed** to COVID-19 positive individuals and/or have been notified to self-quarantine due to exposure, indicate so on your [Niner Health Check](https://emergency.uncc.edu/covid-19/niner-health-check)  (<https://emergency.uncc.edu/covid-19/niner-health-check>) to alert the University. Representatives from Emergency Management and/or the Student Health Center will follow up with you as necessary. Submit a copy of your Niner Health Check notification email to your instructors. If you need any additional support verifying your absence after you have communicated with your professors, contact [Student Assistance and Support Services](https://sass.uncc.edu/)  (<https://sass.uncc.edu/>).


To return to class after being absent due to a period of **self-quarantine**, students should submit a copy of their Niner Health Check clearance email to their instructor(s). To return to class after being absent due to a COVID-19 **diagnosis**, students should submit an [online request form](https://sass.uncc.edu/services/absence-verification)  (<https://sass.uncc.edu/services/absence-verification>) to Student Assistance and Support Services (SASS). Supporting documentation can be attached directly to the request form and should be from a student's health care provider or the Student Health Center, clearly indicating the dates of absences and the date the student is able to return to class. Instructors will be notified of such absences.

The final decision for approval of all absences and missed work is determined by the instructor.

Incomplete Grade Policy

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

Religious Accommodation for Students Policy

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

Ownership of Course Materials

Lectures and course materials, including presentations, quizzes, exams, outlines, and similar materials, are protected by copyright. The instructor or the publishing company are the exclusive owner of copyright in those materials. I encourage you 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 my express written consent. This includes providing materials to commercial course material suppliers such as CourseHero 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.

Title IX Reporting Expectations

UNC Charlotte is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these incidents, know that you are not alone. UNC Charlotte has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with civil protective orders, and more.

Please be aware that all UNC Charlotte employees, including faculty members, are expected to relay any information or reports of sexual misconduct they receive to the Title IX Coordinator. This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I am expected to report the information to the Title IX Coordinator. Although I am expected to report the situation, you will still have options about how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.




If you wish to speak to someone confidentially, you can contact the following on-campus resources, who are not required to report the incident to the Title IX Coordinator: (1) University Counseling Center (counselingcenter.uncc.edu, 7-0311); or (2) Student Health Center (studenthealth.uncc.edu, 7-7400). Additional information about your options is also available at titleix.uncc.edu under the “Students” tab.

All students are required to abide by the UNC Charlotte Sexual Harassment Policy and the policy on Responsible Use of University Computing and Electronic Communication Resources. Sexual harassment, as defined in the UNC Charlotte Sexual Harassment Policy, is prohibited, even when carried out through computers or other electronic communications systems, including course-based chat rooms or message boards.

Course Changes Policy

The instructor reserves the right to make any necessary changes to the course content, schedule, and policies. Notice of such changes will be by announcement in class and/or by changes to this syllabus posted on the course Canvas website.

Course Summary:

Date	Details	Due
Sun Aug 27, 2023	 SAM Training Excel Module 01 Getting Started with Excel (https://uncc.instructure.com/courses/200778/assignments/1916838)	due by 11:58pm
Thu Aug 31, 2023	 Excel Module 01 Getting Started with Excel - Case Study (https://uncc.instructure.com/courses/200778/assignments/1916808)	due by 8:16pm
	 SAM Textbook Project Excel Module 01 Getting Started with Excel	due by 11:58pm

Date	Details	Due
	(https://uncc.instructure.com/courses/200778/assignments/1916828)	
Fri Sep 1, 2023	 SAM Project 1a Excel Module 01 Getting Started with Excel (https://uncc.instructure.com/courses/200778/assignments/1916818)	due by 11:58pm
Sun Sep 3, 2023	 SAM Training Excel Module 02 Formatting Workbook Text and Data (https://uncc.instructure.com/courses/200778/assignments/1916839)	due by 11:58pm
Thu Sep 7, 2023	 Excel Module 02 Formatting Workbook Text and Data-Case Study (https://uncc.instructure.com/courses/200778/assignments/1916809)	due by 8:16pm
Thu Sep 7, 2023	 SAM Textbook Project Excel Module 02 Formatting Workbook Text and Data (https://uncc.instructure.com/courses/200778/assignments/1916829)	due by 11:58pm
Fri Sep 8, 2023	 SAM Project 1a Excel Module 02 Formatting Workbook Text and Data (https://uncc.instructure.com/courses/200778/assignments/1916819)	due by 11:58pm
Sun Sep 10, 2023	 SAM Training Excel Module 03 Performing Calculations with Formulas and Functions (https://uncc.instructure.com/courses/200778/assignments/1916840)	due by 11:58pm
Thu Sep 14, 2023	 Excel Module 03 Performing Calculations with Formulas and Functions - Case Study (https://uncc.instructure.com/courses/200778/assignments/1916810)	due by 8:16pm
Thu Sep 14, 2023	 SAM Textbook Project Excel Module 03 Performing Calculations with Formulas and Functions (https://uncc.instructure.com/courses/200778/assignments/1916830)	due by 11:58pm
Fri Sep 15, 2023	 SAM Project 1a Excel Module 03 Performing Calculations with Formulas and Functions (https://uncc.instructure.com/courses/200778/assignments/1916820)	due by 11:58pm
Sun Sep 17, 2023	 SAM Training Excel Module 04 Analyzing and Charting Financial Data (https://uncc.instructure.com/courses/200778/assignments/1916841)	due by 11:58pm

Date	Details	Due
Thu Sep 21, 2023	 Excel Module 04 Analyzing and Charting Financial Data - Case Study https://uncc.instructure.com/courses/200778/assignments/1916811	due by 8:16pm
	 SAM Textbook Project Excel Module 04 Analyzing and Charting Financial Data https://uncc.instructure.com/courses/200778/assignments/1916831	due by 11:58pm
Fri Sep 22, 2023	 SAM Project 1a Excel Module 04 Analyzing and Charting Financial Data https://uncc.instructure.com/courses/200778/assignments/1916821	due by 11:58pm
Thu Sep 28, 2023	 Exam 1 Modules 1-4 https://uncc.instructure.com/courses/200778/assignments/1916804	due by 6:21pm
Sun Oct 1, 2023	 SAM Training Excel Module 05 Generating Reports from Multiple Worksheets and Workbooks https://uncc.instructure.com/courses/200778/assignments/1916842	due by 11:58pm
	 Module 05 Generating Reports from Multiple Worksheets + Workbooks - Case Study https://uncc.instructure.com/courses/200778/assignments/1916816	due by 8:16pm
Thu Oct 5, 2023	 SAM Textbook Project Excel Module 05 Generating Reports from Multiple Worksheets and Workbooks https://uncc.instructure.com/courses/200778/assignments/1916832	due by 11:58pm
Fri Oct 6, 2023	 SAM Project 1a Excel Module 05 Generating Reports from Multiple Worksheets and Workbooks https://uncc.instructure.com/courses/200778/assignments/1916822	due by 11:58pm
Sun Oct 8, 2023	 SAM Training Excel Module 06 Managing Data with Data Tools https://uncc.instructure.com/courses/200778/assignments/1916843	due by 11:58pm
Thu Oct 12, 2023	 Excel Module 06 Managing Data with Data Tools - Case Study https://uncc.instructure.com/courses/200778/assignments/1916812	due by 8:16pm
	 SAM Textbook Project Excel Module 06 Managing Data with Data	due by 11:58pm

Date	Details	Due
	Tools https://uncc.instructure.com/courses/200778/assignments/1916833	
Fri Oct 13, 2023	 SAM Project 1a Excel Module 06 Managing Data with Data Tools https://uncc.instructure.com/courses/200778/assignments/1916823	due by 11:58pm
Thu Oct 19, 2023	 Exam 2 Modules 5-6 https://uncc.instructure.com/courses/200778/assignments/1916805	due by 6:21pm
Sun Oct 22, 2023	 SAM Training Excel Module 07 Summarizing Data with PivotTables https://uncc.instructure.com/courses/200778/assignments/1916844	due by 11:58pm
Thu Oct 26, 2023	 Excel Module 07 Summarizing Data with PivotTables - Case Study https://uncc.instructure.com/courses/200778/assignments/1916813	due by 8:16pm
Fri Oct 27, 2023	 SAM Textbook Project Excel Module 07 Summarizing Data with PivotTables https://uncc.instructure.com/courses/200778/assignments/1916834	due by 11:58pm
Fri Oct 27, 2023	 SAM Project 1a Excel Module 07 Summarizing Data with PivotTables https://uncc.instructure.com/courses/200778/assignments/1916824	due by 11:59pm
Sun Oct 29, 2023	 SAM Training Excel Module 08 Performing What-If Analyses https://uncc.instructure.com/courses/200778/assignments/1916845	due by 11:59pm
Thu Nov 2, 2023	 Excel Module 08 Performing What-If Analyses - Case Study https://uncc.instructure.com/courses/200778/assignments/1916814	due by 8:16pm
Fri Nov 3, 2023	 SAM Textbook Project Excel Module 08 Performing What-If Analyses https://uncc.instructure.com/courses/200778/assignments/1916835	due by 11:58pm
Fri Nov 3, 2023	 SAM Project 1a Excel Module 08 Performing What-If Analyses https://uncc.instructure.com/courses/200778/assignments/1916825	due by 11:58pm
Sun Nov 5, 2023	 SAM Training Excel Module 12 Developing an Excel Application	due by 11:58pm

Date	Details	Due
	(https://uncc.instructure.com/courses/200778/assignments/1916847)	
Thu Nov 9, 2023	 Exam 3 Modules 7-8 (https://uncc.instructure.com/courses/200778/assignments/1916806)	due by 6:21pm
	 Excel Module 12 Developing an Excel Application - Case Study (https://uncc.instructure.com/courses/200778/assignments/1916815)	due by 8:16pm
Fri Nov 10, 2023	 SAM Textbook Project Excel Module 12 Developing an Excel Application (https://uncc.instructure.com/courses/200778/assignments/1916837)	due by 11:58pm
Sat Nov 11, 2023	 SAM Project 1a Excel Module 12 Developing an Excel Application (https://uncc.instructure.com/courses/200778/assignments/1916827)	due by 11:58pm
Sun Nov 12, 2023	 SAM Training Access Modules (https://uncc.instructure.com/courses/200778/assignments/1920841)	due by 11:58pm
Thu Nov 16, 2023	 Access Module Creating a Database - CASE STUDY (https://uncc.instructure.com/courses/200778/assignments/1920843)	due by 8:16pm
	 SAM Textbook Access Module 01 Creating a Database (https://uncc.instructure.com/courses/200778/assignments/1920842)	due by 11:58pm
Fri Nov 17, 2023	 SAM Project Access Module 02 Building a Database and Defining Table Relationships (https://uncc.instructure.com/courses/200778/assignments/1920844)	due by 11:58pm
Thu Nov 30, 2023	 Exam 4 Module 12 and Access (https://uncc.instructure.com/courses/200778/assignments/1920845)	due by 6:21pm
Fri Dec 8, 2023	 Optional Final Exam (https://uncc.instructure.com/courses/200778/assignments/1916817)	due by 3:21pm
	 Optional Final Exam (https://uncc.instructure.com/courses/200778/assignments/1920846)	due by 6:20pm