

# INFO 2130 – Introduction to Business Computing Fall 2023

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**Course Website:** Canvas (<https://canvas.uncc.edu>)

Cengage MindTap ([www.cengage.com](http://www.cengage.com))

**Section(s):** 001, 002

**Class Zoom Link:**

<https://charlotte-edu.zoom.us/j/98872597810?pwd=QzJlOSStJU2t3L0hvQ1ZobTI0aS9vUT09>

Meeting ID: 988 7259 7810

Passcode: 481386

**Office Hours:** MW 11:00 am – 12:00 pm, or by appointment

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**TA:** Ms. Jaleah Ladson

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## Course Description and Objectives:

This course emphasizes the capabilities of computer systems and their applications in business. The course will provide a solid foundation of knowledge about skills that students must develop to effectively use computerized decision tools for typical business problems. Specific objectives include:

- Acquire strong ability in using Microsoft Excel software as tools in decision-making. This course will provide complete learning in MS Excel.
- This is a **hybrid course**, which is more like a self-learning pace course. You should attend the classes on Monday & Wednesday, and work online every Friday (I will assign the work) using Excel and MindTap system, including the e-Book, SAM Excel trainings and Excel projects. You will also work on the case exercises manually using Excel 2021, which are assigned from different modules. You must study some of the course materials yourself based on the materials provided and finish all the required assignments on time including training assignments, case exercises, projects, and exams. The temporary exam schedule is as follows. It may be changed based on course learning progress and status.
- This syllabus may be subject to minor changes during the semester with adequate advance notice to students.

| Exams                                  | Day and Time       | Location             |
|----------------------------------------|--------------------|----------------------|
| Exam 1                                 | 9/27 – Class time  | 280, Friday Building |
| Exam 2                                 | 10/18 – Class time | 280, Friday Building |
| Exam 3                                 | 11/15 – Class time | 280, Friday Building |
| Exam 4                                 | 12/4 – Class time  | 280, Friday Building |
| Final Optional Exam<br>(Comprehensive) | <b>TBD</b>         | 280, Friday Building |

## Workload:

- Skills you learn in this class will be applied again and again throughout the remainder of your college education and in your careers. Consequently, you should expect to work hard in this course to develop these skills.
- Access to a personal computer at home would enhance your ability to learn the software tools used to illustrate course concepts and is, therefore, highly recommended, although not necessary, for successful completion of the course.
- This course focuses on MS Excel in the **MS Windows** system. You are responsible for the computer and the software needed to complete all assignments and exams. If you are a Mac user, you may have to install the required software needed to run Excel 2021. Let me know if you have questions about this.

- It is expected that you will spend 30-35 hours per week to study and practice via the assignments on Canvas. It is your responsibility to manage your other commitments to allow sufficient time to succeed in mastering the material.

## Course Textbook

**You do not need a hard copy textbook.** The only thing you must buy is a Cengage Unlimited access code from the bookstore or online stores (for example, Amazon). The e-Book can be accessed through your Cengage Unlimited account. The textbook materials used in this course include the textbook covering Microsoft Excel 2021 and MindTap learning system.

### Please Note:

The e-textbooks are available in the **Cengage Unlimited** package from the campus bookstore or online stores.

### Textbook

New Perspectives Microsoft® Office 365 & Excel 2021: Comprehensive, 1<sup>st</sup> Edition (by Cengage / Parsons et al.)



You do not need to buy a hard copy of the textbook. The e-Book is accessible in MindTap.

### Cengage Unlimited account and the e-Book from MindTap

Check the bookstore for the online option from Cengage Unlimited version.

## Course Material:

### Access to online material:

*The bookstores have the materials including Cengage Unlimited registration key code.* The e-textbook is linked to its publisher's web site. Some exercises require access to files on these sites. To access this material online, please follow the following links for the specified respective course material:

- Cengage Unlimited

<https://www.cengage.com/>

- UNCC Canvas

<http://canvas.uncc.edu>

- All the course material will be posted on Canvas.
- If you need help with information about computing at UNCC, please visit the website:

<http://www.labs.uncc.edu>

**It is important for you to be comfortable with accessing your UNCC email account, banner system and Canvas.**

### Access to MS Excel 2021:

- Available in UNCC labs (Lab 216 and Lab 280 if it is available) and library.
- Apporto from UNCC (<https://uncc.apporto.com/>) – A virtual computer lab.

### *Please Note:*

- \* Please Note that we will **only** be using **MS Excel 2021** or **Office 365** in this class. Make sure you do your homeworks, projects and assignments relating to MS Excel in 2021 version **ONLY**.
- \* If you are a Mac user, you may download Office 365 for Mac or use the virtual computer lab **Apporto** (shown above) to work on your assignments.

## Course Evaluation

| Course Component                               | Weight |
|------------------------------------------------|--------|
| Homework – Module Trainings                    | 8%     |
| Homework – Module case exercises from Textbook | 8%     |
| Attendance                                     | 6%     |
| Exams (4 Midterms + Optional Final exam)       | 60%    |
| Projects (Combined)                            | 18%    |

### *Please Note:*

- There will be *no extra credit* in this course; however, **the instructor has the right to change it.**
- For attendance, you need to sign-in right in every class time when I give you're the password to get the attendance credits. I may not accept any emails that you send me after the attendance sign-in time is closed or after the class for asking attendance credits.

## About attendance

You are expected to attend all classes. Attendance will be made at every class meeting (not including the exam days). You need to sign-in for every class before the class dismisses. A password for attendance sign-in will be provided. Any email to request for attendance sign-in is not accepted; for example, forgetting about to sign-in, leaving the meeting early.

## Grading Scale:

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

### *Please Note:*

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

## Course Policies

### Participation Policy

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

### Communication via Canvas and email

- Outside the class, I'll be communicating with you via *Canvas and email*. **Make sure you check your email and access your Canvas account regularly (and I mean regularly)**. I will not be responsible for you missing any information communicated via Canvas and email regarding the course.

### Email Policy

- Please use my email address specified in the beginning of the syllabus for electronic communication.
- I check my email several times a day, but NOT every minute. Once you've sent me a query, give me at least 24 hours to respond to it.
- Including a subject with your section number in the email will help me manage the volume of email. Without a proper subject, your email might be deleted or might not be responded to due to security reasons.

### Due Dates Policy

- A deadline is like a ticket for a cruise. If you arrive after the scheduled departure time, the ship will have sailed without you and your ticket (homework/ projects) will be worthless. Homework and projects must be submitted ahead of time to avoid missing deadlines.
- **Late homework and projects will not be accepted, and you will receive a zero for that assignment. No exceptions will be made.** If you know you will miss class, plan to turn in your work ahead of time.
- **Very Important!!!** For the Excel Module trainings and Exams, you must click the “**Submit**” button to submit the assignments after you have done them and receive scores. Then you should get a score window box. *Save the score windows as proof that you have done the assignments.* Without clicking the “**Submit**” button, you may not get any credits for those assignments. Any appeals for assignments due to not clicking the “Submit” button will not be accepted, even you really do have worked on the assignments.

### Examinations Policy

- All the exams are online. You must finish it in a limited time period without any interruption. Once start an exam, you must finish it without exiting the exam.

- *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 the professor prior to the scheduled exam time.***
- Students missing an exam with an approved excuse will be allowed to make up the exam with my approval.
- It is not allowed to visit any web sites or pages. Opening any other web site other than the without the approval of the instructors is considered cheating behavior.
- The final exam is optional. The final exam score will replace your lowest midterm exam you took, but it will **NOT** replace the exam which you did not come to take. It will NOT replace the other assignment(s) (e.g., project(s)) you missed either.

### **Electronic Devices in Class Policy**

- Use of cellular phones, pagers, music players, radios, and similar devices are prohibited in the classroom.
- Cellular phones **MUST BE TURNED OFF DURING CLASS**. Pagers must be set to vibrate, rather than beep.
- Calculators, computers (laptops, iPods, iPads, etc.) and any cell phones are prohibited during examinations and quizzes.
- Laptop-size computers may be used in review sections for the purpose of taking notes.

*Use of instant messaging, email or other communication technologies during class time is prohibited. Use of computing devices for purposes other than those required for the purposes of the class topic are prohibited. This includes use of laptops, lab computers, phones or other devices for Internet browsing, game playing, reading news, texting, chatting, IM, Facebook, and other activities not required for the class.*

### **Grade Appeals Policy**

- If you believe that the grade you received on an assignment or an exam was in error or unfair, you can **appeal to me in writing within 7 calendar days** of its return to the class. The appeal should clearly state the reasons why you believe the grade to be unfair or the nature of the error.
- The grades for all assignments are based on the records on Cengage Unlimited system. The final grades posted on Canvas will be based on the records on Cengage Unlimited. You should check the records frequently and let me know if there are any differences to the grades you have which are returned from MindTap.

- To appeal for a SAM training assignment (e.g., Module training), you need to provide the **score window** with the score for that assignment you saved as proof that have done the assignment. Without the score window, the appeal for the assignment will not be accepted.
- Overdue appeals will not be considered.
- Unless the problems with the Cengage Unlimited server system, it is your responsibility to finish assignments by communicating, downloading and uploading files to work via Internet; extensions or makeups for assignments are not allowed.
- Any appeals due to forgetting click the “**Submit**” button to submit the training assignments will not be considered.
- *I would encourage you to check your Cengage Unlimited reports and Canvas grade book regularly for updated scores.*

*Here are some other class policies.*

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

- You have to be responsible for your computer crashes, software crashes, etc.
- You have to be responsible for your home Internet not working, file ruined, flash drive does not work, etc.
- You cannot use Cengage website crashes, speed delay, etc. as excuses to request for assignment extensions, unless I get notifications from the system.
- You cannot 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.

## University Policies

### *Student Conduct Policy*

As a program that helps to create business and government leaders, the College of Business has an obligation to ensure academic integrity is of the highest standards. Standards of academic integrity will be enforced on this course.

University regulations will be strictly enforced in all cases of **academic irregularities, cheating or plagiarism** or any variations thereof. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work.



All UNCC students have the responsibility to be familiar with and to observe the requirements of The **UNCC Code of Student Academic Integrity** (see the Catalog and also <http://integrity.uncc.edu/>). This code forbids cheating, fabrication or falsification of information, multiple submission of academic work, plagiarism of written materials and software projects, abuse of academic materials (such as Library books on reserve), and **complicity in academic dishonesty** (helping others to violate the code). Additional examples of violation of the Code include:

- Representing the work of others as your own.
- Using or obtaining unauthorized assistance in any academic work.
- Giving unauthorized assistance to other students.
- Modifying, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
- Misrepresenting the content of submitted work.

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

Students who violate the code can be punished to the extent of being **permanently expelled** from UNCC and having this fact recorded on their official transcripts. The normal penalty is zero credit on the work involving dishonesty and further substantial reduction of the course grade. In almost all cases, the course grade is reduced to "F." If you are unclear about whether a particular situation may constitute an honor code violation, you should meet with the instructor to discuss the situation.

If you do not have a copy of the code, you can obtain one from the Dean of Students Office.

Students are expected to **report cases of academic dishonesty** they become aware of to the course instructor who is responsible for dealing with them.

Feel free to discuss the definition of cheating and/or plagiarism with me if you are unclear on these terms or have questions about the acceptability of a particular type of action.

### ***Use of Computing Resources Policy***

For the purposes of the course, you will be given access to a variety of computing resources. These resources are to be used only for the purposes of this course. Intentional or grossly negligent disruptive and/or illegal use of the resources will result at a minimum in a loss of access privileges and a failing grade for the course. Further action will be taken as necessary. All [University Policies on the use of Computing Resources](#) apply.

### ***Disabilities Policy***

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to “reasonable accommodations.” Please notify the instructor during the first week of class of any accommodation needed for the course.

### ***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 accommodation, contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.

### ***Value Diversity***

The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

### ***Incomplete Policy***

Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

### ***Lab Assistants Policy***

The job of the lab assistants working in the UNC Charlotte computer labs is to:

1. Check out software to students with a UNCC ID.
2. Monitor lab use to ensure that hardware and software is not abused.
3. Assist students with hardware/software malfunctions.

The job of the lab assistant is NOT to help students with homework or projects.

### ***Course Changes Policy***

The instructor reserves the right to make any necessary changes to the course content, schedule, and policies. Changes will be announced in class and will also be posted online and communicated via email.

### ***Religious Accommodations***

We respect any religions for the students registering in this course. The instructor may provide any religious accommodations you need based on the [University Policy 409 - Religious Accommodation for Students](#).

### ***Belk College Statement on Diversity***

The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we create diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

### ***University/Classroom Expectations of Students Related to COVID-19***

You are required to have face coverings in the classrooms to control COVID-19. Without wearing a face mask, you are not allowed to enter the classroom for classes.

## **Course Outline**

**Course outline 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 the study plan will ensure that you don't miss out on anything.

You must be registered with Cengage Unlimited. For each module, you will be assigned a training assignment from Cengage system, and a case exercise assignment from a textbook module practice review section. You will also be assigned projects from different modules via Cengage system. You are responsible to cover the following materials for each assigned module:

- Reading and practicing book chapters
- Completing all SAM trainings & case exercise homework
- Completing all projects & homework
- Complete and understand all the exam sample questions

| Week                         |          | Topics / Due Tasks & Dates                                                                                                                                   | Assignments                                                          |
|------------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Week 1<br>(Aug. 21 ~ 25)     |          | <ul style="list-style-type: none"> <li>- Course Introduction</li> <li>- Registering with Cengage Unlimited</li> <li>- Starting with SAM Trainings</li> </ul> | Get a Cengage account                                                |
|                              |          | <b>Module 1 - Getting Started with Excel</b><br><b>Module 1 Training Due – Aug. 25</b>                                                                       | Training for Module 1                                                |
| Week 2<br>(Aug. 28 ~ Sep. 1) |          | <b>Module 2 - Formatting Workbook Text and Data</b><br><b>Module 2 Training Due – Sep. 1</b>                                                                 | Training for Module 2<br><b>Project 1 Assigned</b><br>(for Module 2) |
| Week 3<br>(Sep. 4 ~ 8)       |          | <b>Module 3 – Performing Calculation with Formulas and Functions</b><br><b>Project 1 (for Module 2) Due – Sep. 8</b><br><b>Labor Day - No Classes On 9/4</b> | Training for Module 3<br><b>Project 2 Assigned</b><br>(for Module 3) |
| Week 4<br>(Sep. 11 ~ 15)     |          | <b>Module 3 – Performing Calculation with Formulas and Functions</b><br><b>Module 3 Training Due – Sep. 11</b>                                               |                                                                      |
| Week 5<br>(Sep. 18 ~ 22)     |          | <b>Module 4 – Analyzing and Charting Financial Data</b><br><b>Project 2 (for Module 3) Due – Sep. 18</b><br><b>Module 4 Training Due – Sep. 20</b>           | Training for Module 4<br><b>Project 3 Assigned</b><br>(for Module 4) |
| Week 6<br>(Sep. 25 ~ 29)     |          | <b>Module 4 – Analyzing and Charting Financial Data</b><br><b>Project 3 (for Module 4) Due – Sep 26</b>                                                      |                                                                      |
|                              | W (9/27) | <b>Exam 1</b><br><b>(Module 1, 2, 3, 4)</b>                                                                                                                  |                                                                      |

|                                              |                         |                                                                                                                                                                                        |                                                                                  |
|----------------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <p><b>Week 7</b><br/>(Oct. 2 ~ 6)</p>        |                         | <p><b>Module 5</b> - Generating Reports from Multiple Worksheets and Workbooks</p> <p><b>Module 5 Training Due – Sep. 29</b></p>                                                       | <p>Training for Module 5</p>                                                     |
| <p><b>Week 8</b><br/>(Oct. 9 ~ 13)</p>       |                         | <p><b>Module 5</b> - Generating Reports from Multiple Worksheets and Workbooks</p> <p><b>Module 6</b> - Managing Data with Data Tools</p> <p><b>Module 6 Training Due – Oct. 9</b></p> | <p>Training for Module 6</p> <p><b>Project 4 Assigned</b><br/>(for Module 6)</p> |
| <p><b>Week 9</b><br/>(Oct. 16 ~ 20)</p>      |                         | <p><b>Module 6</b> - Managing Data with Data Tools</p> <p><b>Project 4 (for Module 6) Due – Oct. 17</b></p>                                                                            |                                                                                  |
|                                              | <p><b>W (10/18)</b></p> | <p><b>Exam 2</b><br/>(Module 5, 6)</p>                                                                                                                                                 |                                                                                  |
| <p><b>Week 10</b><br/>(Oct. 23 ~ 27)</p>     |                         | <p><b>Module 7</b> – Summarizing Data with PivotTables</p> <p><b>Student Recess - No class on 10/23 – 10/24</b></p> <p><b>Module 7 Training Due – Oct. 25</b></p>                      | <p>Training for Module 7</p> <p><b>Project 5 Assigned</b><br/>(for Module 7)</p> |
| <p><b>Week 11</b><br/>(Oct. 30 ~ Nov. 3)</p> |                         | <p><b>Module 8</b> – Performing What-If Analyses</p> <p><b>Project 5 (for Module 7) Due – Nov. 3</b></p>                                                                               | <p>Training for Module 8</p> <p><b>Project 6 Assigned</b><br/>(for Module 8)</p> |
| <p><b>Week 12</b><br/>(Nov. 6 ~ 10)</p>      |                         | <p><b>Module 8</b> – Performing What-If Analyses</p> <p><b>Module 8 Training Due – Nov. 6</b></p> <p><b>Veterans Day - No Classes On 11/10</b></p>                                     |                                                                                  |

|                                       |                                     |                                                                                                                                                                                   |                              |
|---------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
|                                       | <b>W (11/15)</b>                    | <b>Exam 3<br/>(Module 7, 8)</b>                                                                                                                                                   |                              |
| <b>Week 13<br/>(Nov. 13 ~ 17)</b>     |                                     | <b>Module 12</b> (Section 12.2 & 12.3 only) - Developing an Excel Application<br><br><b>Project 6 (for Module 8) Due – Nov. 14</b><br><br><b>Module Training 12 Due – Nov. 17</b> | Training for Module 12       |
| <b>Week 14<br/>(Nov. 20 ~ 24)</b>     |                                     | <b>Module 12</b> (Section 12.2 & 12.3 only) - Developing an Excel Application<br><br><b>Thanksgiving Break - No Classes<br/>(11/22 – 11/25)</b>                                   |                              |
| <b>Week 15<br/>(Nov. 27 ~ Dec. 1)</b> |                                     | <b>Module 10</b> (Section 10.1 & 10.2) - Analyzing Data with Business Intelligence Tools<br><br><b>Module Training 10 – Nov. 27</b>                                               | Training for Excel Module 10 |
|                                       | <b>M (12/4)</b>                     | <b>Exam 4<br/>(Module 10,12)</b>                                                                                                                                                  |                              |
| <b>Week 16<br/>(Dec. 4 ~ 8)</b>       |                                     | <b>Final Exam Review</b>                                                                                                                                                          |                              |
| Dec. 6 - Last day of classes          | <b>(need to check the schedule)</b> | <b>Final Optional Exam<br/>(Comprehensive)</b>                                                                                                                                    |                              |
| <b>Week 17<br/>(Dec. 11 ~ 15)</b>     |                                     |                                                                                                                                                                                   |                              |

