

## Syllabus

Please read the entire syllabus carefully. 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 announcements in Canvas.

## 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: Use Microsoft Excel to create and analyze business reports; use Excel functions correctly.

## Required Course Materials

Cengage Unlimited <b>ONE SEMESTER</b> access: ISBN#9780357700006	\$119.99
Cengage Unlimited <b>ONE YEAR</b> access: ISBN#9780357700013	\$179.99
Cengage Unlimited <b>TWO YEAR</b> 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 (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.*

*Required Software*

**Microsoft Excel 2019:**

- UNC Charlotte students can download Excel 2019 free from <https://software.uncc.edu>
- It is included via <http://apporto.uncc.edu> with your UNC Charlotte account. Apporto is a virtual computer lab. If you are using a Chromebook or a MAC you will need to use Apporto for some assignments and most exams because some of the advanced Excel functions are not available in the regular Chromebook and MAC version.
- If you are on campus, the software is also available in campus labs and the library.

It is your responsibility to make sure you know how to use this software and make sure it works on your system.

*Computer & Internet*

Access to a desktop or laptop and a reliable Internet connection is required. It is your responsibility to make sure you have working Internet and working equipment. Cengage (homework, textbook and practice), Canvas, and the lectures are all ONLINE.

**Workload**

**Approximately 10-15 hours of out of class 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.

**Grading**

Assignments and exams are weighted as follows:

Component	%
Exams (3 @ 20% each)	60%
SAM Projects (12 @ 1.7% each)	20%
SAM Textbook Assignments (12 @ 1.7% each)	20%
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

### Important terms

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.

**Grades will be posted on Canvas**. You can set your Canvas preferences to receive notifications when grades are available.

### Homework

Homework is 40% of the course. Usually there are two homework assignments per module.

#### 1. SAM Textbook Assignments (20% of your grade)

All graded SAM Assignments must be completed **individually**. **No collaboration among students is permitted**. However, you may collaborate on **ungraded** training activities.

The textbook is a workbook. Each Textbook assignment starts at the beginning of the module. There will be at a start file, sometimes support files that you download. Then you will work the exercises from the textbook reading. **This assignment does not include the Module review at the end of the module—only the textbook exercises**. Once complete, you submit the file (make sure you use the correct filename) into the system for grading.

Each assignment 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.*

## 2. SAM Projects (20% of your grade)

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. I have put the files in Canvas for each assignment. Once downloaded, follow 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:** When assignments and 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. **The Canvas gradebook is the grade of record.**

**VERY IMPORTANT!** Once you have completed a SAM Textbook Assignment 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.

If you do not click the **Submit** button, you **will not get any credit** from the SAM system—which would be unfortunate. Appeals for zero grades because of not properly submitting assignments will not be accepted—even when the assignment was completed. **Ensuring work is properly submitted, is your responsibility.**

## Practice Assignments – Not graded, but helpful.

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.

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**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). **\*Please note: It is very helpful to watch how the functions are done in Cengage. Sometimes Cengage can be persnickety and if you click on a different item out of order, Cengage will mark it wrong. Observe how they do it, then proceed.**

**Lectures/Videos:** Each module will have lecture videos, and videos explaining how to do the functions. There is also an optional live lecture available using Zoom.

**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 videos.

## Exams

Exams are 60% of the course. Four equally weighted exams will be given—3 module exams and a comprehensive final. However, we drop the lowest grade out of the 4 exams so only 3 exams will be counted. Students who do well on the 3 module exams and are satisfied with their course grade can choose to not take the final. In this case, the final score is dropped. Students who are not satisfied with their grade after the 3 module exams are taken, will need to take the final. In this situation, the lowest exam score is dropped.

**Exams are timed and are longer than our allotted class time. Therefore, they will be taken online on the days designated in the schedule. I will give you a 24-hour period to take the exam. Exams are open book, but not open neighbor. Any collaboration with others will result in a grade of zero for the exam and the course plus an Academic Integrity citation.**

**Exams are done in Cengage via Canvas just like your homework.**

Given COVID 19 and the lockdowns, I will try and be flexible and accommodating when possible. However, it is best to take the exams on the scheduled day/time. If you have a conflict, let me know **BEFORE** the exam and I will do my best to accommodate you. Generally, make ups are given for serious medical emergencies, work schedule conflicts or other uncontrolled circumstances.

To provide evidence of your circumstances, send me an email and verify your absence by filling out the form at: <https://sass.uncc.edu/services/absence-verification>. Again, permission should 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.

I do NOT require a camera during exams. I will do an exam review in class after the exams are taken.

## Course Policies

### Attendance and Preparation

- Attending lectures is optional but encouraged.
- This class is a hybrid course, which means most of the content is online, but there is a face-to-face component. Currently the plan is to have lectures online from January 20 – February 22. These will be online via Zoom in Canvas. The link will show up in the Calendar in Canvas.
- After February 22, we will meet once a week on Wednesdays in Friday 280. As noted above, these lectures are optional, and videos will be provided online. I do NOT take attendance. *Due to COVID, this plan is subject to change. It is possible this course will be online only. We will have to see what the direction is from the University as we get closer to February.*
- If you do not attend the lectures, please make time to watch the online videos—especially the exam reviews.

### Announcements

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

The best way to communicate with me is via email. Please use “**INFO 2130**” in the subject line and tell me which section you are in. Please 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. If we need to talk, I will setup a Google meet or hangout where I can assist you.

### Preceptor (Similar to a TA)

Our Preceptor is Jenifer Vu; she is a Business student and has successfully completed this course. She will assist with questions on homework, help me grade exams and monitor the discussion board on Canvas. If you have a question on an assignment or cannot figure out how to do something, post it to the discussion board and Jenifer will assist you. If she can't help you, I will jump in. The discussion board can be seen by everyone in this section, so your question and the answer can benefit everyone in the class.

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### Due Dates Policy

I encourage you to focus on your homework and get it turned in ON TIME. However, this semester, I will allow late Textbook Assignments and Projects. If you turn them in after the due date, the system will automatically take off 10%. After an assignment is over 2 days late, it will NOT be accepted.

**Please do not think the homework is not important. Each textbook assignment and project is 1.7% of your grade; it adds up. In the past, many students have not achieved their desired grade because of missing homework and not using the 3 attempts to maximize their scores.**

### 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 Belk 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 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://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 UNC Charlotte 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 particular situation may constitute an honor code violation, you should meet me to discuss the situation. Feel free to discuss the definition of cheating and/or plagiarism with me if you are unclear on these terms or have questions about the acceptability of a particular type of action.

The instructor may ask students to produce identification at in person 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 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 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 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.

## **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>) 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

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instructor's course materials may be in violation of University Policy 406, The Code of Student Responsibility.

### **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.

## 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 do not get behind; it will be difficult to catch up. You must be registered with a Cengage account to access and complete assignments.

Week #	Online Training and Study On your own/practice	Assignments Due/Graded Mon & Thurs at 11:59 pm
1 1/20	<p><b>Wednesday 1/20</b></p> <p>Watch Videos under Getting Started in Canvas: Introduction and Course Overview, Syllabus, and policies; Connect to Cengage, SAM Setup;</p> <p><b>Reading: Module 1 “Getting Started in Excel”</b></p> <p><b>Practice:</b> Excel Module 1 SAM Training</p>	<p><b>Homework:</b> SAM Module 1 Textbook <b>Due: Thurs, 1/21 at 11:59pm</b></p> <p><b>Homework:</b> SAM Module 1 Project <b>DUE Sat, 1/23 at 11:59pm</b></p> <p><i>Please note: the project is due on Saturday. Usually nothing will be due on the weekends.</i></p>
2 1/25	<p><b>Module 2 “Formatting Workbook Text and Data”</b></p> <p><b>Practice:</b> Excel Module 2 SAM Training</p> <p>Module 2 Review: Start files, Solution files, and Video solution in Canvas.</p>	<p><b>Homework:</b> SAM Module 2 Textbook <b>Due: Mon, 1/25 at 11:59pm</b></p> <p><b>Homework:</b> SAM Module 2 Project <b>DUE Thurs, 1/28 at 11:59pm</b></p>
3 2/1	<p><b>Module 3 “Performing Calculations with Formulas and Functions”</b></p> <p><b>Practice:</b> Excel Module 3 SAM Training</p> <p>Module 3 Review Exercise: Start files, Solution files, and Video solution in Canvas.</p>	<p><b>Homework:</b> SAM Module 3 Textbook <b>DUE Mon, 2/1 at 11:59pm</b></p> <p><b>Homework:</b> SAM Module 3 Project <b>DUE Thurs, 2/4 at 11:59pm</b></p>
4 2/8	<b>Spring Recess – No Classes</b>	<b>Spring Recess - No Homework</b>
5 2/15	<p><b>Module 4 “Analyzing and Charting Financial Data”</b></p> <p><b>Practice:</b> Excel Module 4 SAM Training</p> <p>Module 4 Review Exercise: Start files, Solution files, and Video solution in Canvas.</p>	<p><b>Homework:</b> SAM Module 4 Textbook <b>DUE Mon, 2/15 at 11:59pm</b></p> <p><b>Homework:</b> SAM Module 4 Project <b>DUE Thurs, 2/18 at 11:59pm</b></p>

Week #	Online Training and Study On your own/practice	Assignments Due/Graded Mon & Thurs at 11:59 pm
6 2/22	<b><u>Review for Exam 1</u></b>  Exam 1 on Modules 1-4	<b><u>EXAM 1</u></b> Study and Prepare for Exam  <b>DUE Thursday, 2/25 at 11:59pm, Online via Canvas Quiz</b>
7 3/1	<b><u>Module 5 “Generating Reports from Multiple Worksheets and Worksheets”</u></b> <b>Practice:</b> Excel Module 5 SAM Training  Module 5 Review Exercise: Start files, Solution files, and Video solution in Canvas.	<b>Homework:</b> SAM Module 5 Textbook <b>DUE Mon, 3/1 at 11:59pm</b>  <b>Homework:</b> SAM Module 5 Project <b>DUE Thurs, 3/4 at 11:59pm</b>
8 3/8	<b><u>Module 6 “Managing Data with Data Tools”</u></b> <b>Practice:</b> Excel Module 6 SAM Training  Module 6 Review Exercise: Start files, Solution files, and Video solution in Canvas	<b>Homework:</b> SAM Module 6 Textbook <b>DUE Mon, 3/8 at 11:59pm</b>  <b>Homework:</b> SAM Module 6 Project <b>DUE Thurs, 3/11 at 11:59pm</b>
9 3/15	<b><u>Module 7 “Summarizing Data with Pivot Tables”</u></b> <b>Practice:</b> Excel Module 7 SAM Training  Module 7 Review Exercise: Start files, Solution files, and Video solution in Canvas	<b>Homework:</b> SAM Module 7 Textbook <b>DUE Mon, 3/15 at 11:59pm</b>  <b>Homework:</b> SAM Module 7 Project <b>DUE Thurs, 3/18 at 11:59pm</b>
10 3/22	<b><u>Module 8 “Performing What-if Analyses”</u></b> <b>Practice:</b> Excel Module 8 SAM Training  Module 8 Review Exercise: Start files, Solution files, and Video solution in Canvas	<b>Homework:</b> SAM Module 8 Textbook <b>DUE Mon, 3/22 at 11:59pm</b>  <b>Homework:</b> SAM Module 8 Project <b>DUE Thurs, 3/25 at 11:59pm</b>
11 3/29	<b><u>Review for Exam 2</u></b>  Exam 2 on Modules 5-8	<b><u>EXAM 2</u></b> Study and Prepare for Exam  <b>DUE Thursday, 4/1 at 11:59pm, Online via Canvas Quiz</b>

Week #	Online Training and Study On your own/practice	Assignments Due/Graded Mon & Thurs at 11:59 pm
12 4/5	<p><b><u>Module 9 “Excel Module 9: Exploring Financial Tools and Functions”</u></b>  <b>Practice:</b> Excel Module 9 SAM Training</p> <p>Module 9 Review Exercise: Start files, Solution files, and Video solution in Canvas</p>	<p><b>Homework:</b> SAM Module 9 Textbook  <b>DUE Mon, 4/5 at 11:59pm</b></p> <p><b>Homework:</b> SAM Module 9 Project  <b>DUE Thurs, 4/8 at 11:59pm</b></p>
13 4/12	<p><b><u>Module 10 “Analyzing Data with Business Intelligence Tools” Sections</u></b>  <b>Practice:</b> Excel Module 10 SAM Training</p> <p>Module 10 Review Exercise: Start files, Solution files, and Video solution in Canvas</p>	<p><b>Homework:</b> SAM Module 10 Textbook  <b>DUE Mon, 4/12 at 11:59pm</b></p> <p><b>Homework:</b> SAM Module 10 Project  <b>DUE Thurs, 4/15 at 11:59pm</b></p>
14 4/19	<p><b><u>Module 11 “Exploring the Pivot Table Design”</u></b>  <b>Practice:</b> Excel Module 11 SAM Training</p> <p>Module 11 Review Exercise: Start files, Solution files, and Video solution in Canvas</p>	<p><b>Homework:</b> SAM Module 11 Textbook  <b>DUE Mon, 4/19 at 11:59pm</b></p> <p><b>Homework:</b> SAM Module 11 Project  <b>DUE Thurs, 4/22 at 11:59pm</b></p>
15 4/26	<p><b><u>Module 12 “Developing an Excel Application”</u></b>  <b>Practice:</b> Excel Module 12 SAM Training</p> <p>Module 12 Review Exercise: Start files, Solution files, and Video solution in Canvas</p>	<p><b>Homework:</b> SAM Module 12 Textbook  <b>DUE Mon, 4/26 at 11:59pm</b></p> <p><b>Homework:</b> SAM Module 12 Project  <b>DUE Thurs, 4/29 at 11:59pm</b></p>
16 5/3	<p><b><u>Review for Exam 3</u></b>                      Exam 3 on Modules 9-12</p>	<p><b><u>EXAM 3</u></b>                      Study and Prepare for Exam</p> <p><b>DUE Wednesday, 5/5 at 11:59pm, Online via Canvas Quiz</b></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>		