

INFO 2130 091_097 HYBRID – Spring 2021

Introduction to Business Computing

Instructor: Angie Rudd **Office:** Zoom by appointment

Email: arudd3@uncc.edu – this is the preferred mode of communication. Please allow up to 24 hours turn-around time for questions during the workweek. Weekend questions may take longer.

Office Hours: Online Zoom Tues/Wed 4-5pm (link on the Canvas Course Home page)

Class Hours: M 7:00-8:45 / W 7:00-8:45

Venue: Hybrid (online/Friday 280)

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

Where to purchase? YOUR LOCAL UNCC BOOKSTORE! OR Cengage.com

- Cengage Unlimited **one semester** access: ISBN#9780357700006 \$119.99
- Cengage Unlimited **one year** access: ISBN#9780357700013 \$179.99
- Cengage Unlimited **two year** access: ISBN#9780357700020 \$239.99

This code includes your online textbook

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/Hardware

- Microsoft Excel 2019 is free to UNCC students. Download free from <https://software.uncc.edu/>
- Chromebook users - 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. I
- 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.
- 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.
- Webcam

Workload

Being designated as hybrid, this course will cover the required instructional hours through recorded synchronous and asynchronous lectures and trainings. **Approximately 8 hours of out-of-class/lecture 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

Component	Percentage
Exams (3)	60%
Textbook Assignments (12)	20%
Module Assignments (12)	20%
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.

Exams

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

Exams will be taken online during class hours on the days designated in the schedule. Any collaboration with others will result in a grade of zero for the exam and the course plus an Academic Integrity citation.

Online exams will be proctored by the Instructor and TA via your webcam. During the exam your webcam must be on, no virtual backgrounds. The webcam will monitor and record

during the exam. The video can be reviewed to ensure integrity of the exam. Violations of the testing restrictions or policy can affect the student's exam score.

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 the professor's approval during the final exam period. There will be no make-up for the comprehensive final.

Exam reviews will be available during office hours or by appointment 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.

Assignments

All assignments assigned for grade are to be completed individually by each student. No collaboration among students is permitted.

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.

Modules

The recommended sequence through the materials for each module is as follows:

1. Read & Complete the **textbook graded**
2. Complete the **Training for Practice**. These are completed in Mindtap. Trainings are task-based questions in an online interactive environment.
3. Read and follow the **Lecture**, accompanying spreadsheet(s), and **Lecture Video**. The Lecture material is based off the textbook materials.
4. Complete the assigned **Module graded**

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 but the grade will be posted to Canvas. The Canvas gradebook contains the weighting to match the syllabus.

Attendance Policy

Attendance is optional but encouraged. Lecture materials and videos are already posted online (Canvas course). Assignments are online with due dates. Exams will be given online at a specified date/time. Please check the course schedule for all dates.

During our assigned class I will cover topics from the textbook that might need more discussion and be available to help with your weekly Project assignments. The class will be open on Zoom and recorded and posted to Canvas in the event you cannot come or join online.

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) will be worthless. **Late work will not be accepted, and you will receive a zero for that work.**

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/>). 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://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 policy of UNC Charlotte for the Fall 2020 semester 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](#) while in buildings including in classrooms and labs. Students are permitted to remove face coverings in classroom or lab settings only when I explicitly grant permission to do so (such as while asking a question, participating in class discussion, or giving a presentation) and while at an appropriate physical distance from others. 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](#).

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:

- **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](#), [complete this form](#) to alert the University. Representatives from Emergency Management and/or the Student Health Center will follow up with you as necessary, and your instructors will be notified.
- **If you have been exposed** to COVID-19 positive individuals and/or have been notified to self-quarantine due to exposure, [complete this form](#) to alert the University. Representatives from Emergency Management and/or the Student Health Center will follow up with you as necessary, and your instructors will be notified.

To return to class after being absent due to a COVID-19 diagnosis or due to a period of self-quarantine, students should submit an [online request form](#) 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.

If you are absent from class as a result of a COVID-19 diagnosis or quarantine, as instructor I will do the following to help you continue to make progress in the course: All content is online in the canvas course. Lectures are recorded and in the canvas course. Class will also be available via zoom. The final decision for approval of missed work is determined by the instructor on a case by case review.

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

Tentative Schedule / Subject to minor change.

091 M 7pm (Group A)

097 W 7pm (Group B)

Date	Group - Meeting Type	Content Covered/Assignments Due
Jan 20 (Wed)	A (091) - Online Zoom B (097) - Online Zoom	Excel Module 1 Textbook Assignment <ul style="list-style-type: none"> • TB1 HW DUE SUN (1/24) 10p <ul style="list-style-type: none"> ○ NP_EX_1-1.xlsx (data file used in textbook demo)
Jan 25 (Mon)	A (091) - Online Zoom B (097) - Online Zoom	Getting Started/Mod 1 <ul style="list-style-type: none"> ○ ASSIGNMENT1 DUE WED (1/27) 10p
Jan 27 (Wed)	A (091) - Online Zoom B (097) - Online Zoom	Getting Started/Mod 1 Q&A
Feb 1 (Mon)	A (091) - Online Zoom B (097) - Online Zoom	Mod 2 <ul style="list-style-type: none"> ○ TB2 DUE SUN (1/31) 10p ○ ASSIGNMENT2 DUE WED (2/3) 10p
Feb 3 (Wed)	A (091) - Online Zoom B (097) - Online Zoom	Mod 2 Q&A
Feb 8 - 12	Break	No Classes
Feb 15 (Mon)	A (091) - Online Zoom B (097) - Online Zoom	Mod 3&4 (NOTE 2 Modules) <ul style="list-style-type: none"> ○ TB3 DUE SUN (2/14) 10p ○ TB4 DUE SUN (2/14) 10p ○ ASSIGNMENT3 DUE WED (2/17) 10p ○ ASSIGNMENT4 DUE WED (2/17) 10p
Feb 17 (Wed)	A (091) - Online Zoom	Mod 3 & 4 Q&A

	B (097) - Online Zoom	
Feb 22 (Mon)	A (091) - Online B (097) - Online	Exam 1 Modules 1-4 (7-8:30pm)
Feb 24 (Wed)	no class	working on Mod 5
Mar 1 (Mon)	A (091) - Lab 280 B (097) - Online Zoom	Mod 5 <ul style="list-style-type: none"> ○ TB5 DUE SUN (2/28) 10p ○ ASSIGNMENT5 DUE WED (3/3) 10p
Mar 3 (Wed)	A (091) - Online Zoom B (097) - Online Zoom	Mod 5 Q&A
Mar 8 (Mon)	A (091) - Online Zoom B (097) - Lab 280	Mod 6 <ul style="list-style-type: none"> ○ TB6 DUE SUN (3/7) 10p ○ ASSIGNMENT6 DUE WED (3/10) 10p
Mar 10 (Wed)	A (091) - Online Zoom B (097) - Online Zoom	Mod 6 Q&A
Mar 15 (Mon)	A (091) - Lab 280 B (097) - Online Zoom	Mod 7 <ul style="list-style-type: none"> ○ TB7 DUE SUN (3/14) 10p ○ ASSIGNMENT7 DUE WED (3/17) 10p
Mar 17 (Wed)	A (091) - Online Zoom B (097) - Online Zoom	Mod 7 Q&A
Mar 22 (Mon)	A (091)- Online Zoom B (097) - Lab 280	Mod 8 <ul style="list-style-type: none"> ○ TB8 DUE SUN (3/21) 10p ○ ASSIGNMENT8 DUE WED (3/24) 10p

Mar 24 (Wed)	A (091) - Online Zoom B (097) - Online Zoom	Mod 8 Q&A
Mar 29 (Mon)	A (091) - Online B (096) - Online	Exam 2 Modules 5-8 (7-8:30p)
Mar 31 (Wed)	no class	working on Mod 9
Apr 5 (Mon)	A (091) - Lab 280 B (097) - Online Zoom	Mod 9 <ul style="list-style-type: none"> ○ TB9 DUE SUN (4/4) 10p ○ ASSIGNMENT9 DUE WED (4/7) 10p
Apr 7 (Wed)	A (091) - Online Zoom B (097) - Online Zoom	Mod 9 Q&A
Apr 12 (Mon)	A (091) - Online Zoom B (097) - Lab 280	Mod 10 <ul style="list-style-type: none"> ○ TB10 DUE SUN (4/11) 10p ○ ASSIGNMENT10 DUE WED (4/14) 10p
Apr 14 (Wed)	A (091) - Online Zoom B (097) - Online Zoom	Mod 10 Q&A
Apr 19 (Mon)	A (091) - Lab 280 B (097) - Online Zoom	Mod 11 <ul style="list-style-type: none"> ○ TB11 DUE SUN (4/18) 10p ○ ASSIGNMENT11 DUE WED (4/21) 10p
Apr 21 (Wed)	A (091) - Online Zoom B (097) - Online Zoom	Mod 11 Q&A
Apr 26 (Mon)	A (091) - Online Zoom B (097) - Lab 280	Mod 12 <ul style="list-style-type: none"> ○ TB12 DUE SUN (4/25) 10p ○ ASSIGNMENT12 DUE WED (4/28) 10p

Apr 28 (Wed)	A (091) - Online Zoom B (097) - Online Zoom	Mod 12 Q&A
May 3 (Mon)	A (091) - Online B (097) - Online	Exam Modules 9-12 (7-8:30p)
TBA	(optional) Common Final Exam	