INFO 2130-093 | In-person | Fall 2021
Introduction to Business Computing

Instructor: Jaewan Lim
Email: jlim13@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.
Class Hours: Wed 5:30 – 8:15 pm
Venue: Friday 280 (Online connection and recorded video are NOT available)
Office: Friday 393 Office Hours: Tue & Wed 3:00 – 5:00 pm

➢ 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, 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.

➢ 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 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** 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, indicate so on your 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 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.

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 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.
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.

- **Online class and recorded video are NOT available for this class.**

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

1) This code includes your online textbook
2) 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.

FAQ

Q) How can I link Cengage to Canvas?
A) To link Cengage to Canvas for the first time, please click the contents of “Modules” tab first on your Canvas.
Required Software

- Note that we will only be using Microsoft Excel 2019 or Office 365 in this class. Make sure you do your homework, projects and assignments relating to MS Excel in 2019 version ONLY.
- UNC Charlotte students can download free from https://software.uncc.edu/  
  - You want the Office 365 version that downloads to your computer.
- Do NOT use Excel version from online browser/mobile app as it does not have all tools needed for the course. If possible, please use Windows version of MS Excel 2019 for the secure performance.
- Microsoft Excel 2019 is also available via http://apporto.uncc.edu with your UNC Charlotte account. Apporto is a virtual computer lab.
- 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.
- Google Sheets (Google’s spreadsheet program) and Numbers (Apple’s spreadsheet software) are NOT applicable to this course.
- How to Register for MindTap in Canvas  
  https://www.cengage.com/student-training/mindtap/canvas/ia-no/

FAQ

Q) I’m a Chrome book user. How do I use Excel?
A) You will need to use Apporto.

Q) I’m a MAC user. How do I use Excel?
A) Be aware that some advanced functionality of Mac version of the Excel may require loading add-ins or may not be available, and you will need to use Apporto. Numbers (Apple spreadsheet software) is NOT applicable to the course. You can refer to the following link for Bootcamp for MacOS and Virtual Machine on MacOS. https://belkcollegeofbusiness.uncc.edu/itteam/msdnaa/mac-osx-setup/

Q) Can I use online or mobile Excel?
A) Do not use Excel version from online browser/mobile app as it does not have all tools needed for the course. Please use Windows version of MS Excel 2019 for the secure performance.

Q) Can I use Google Sheets or Apple Numbers?
A) Again, any software or program other than Microsoft Excel 2019 does not have all tools needed for the course. Please always use Windows version of MS Excel 2019.
**Workload**
Approximately twenty (plus/minus 5) hours of out-of-class student 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**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (3@20%)</td>
<td>60%</td>
</tr>
<tr>
<td>Textbook Assignments (10@2% each)</td>
<td>20%</td>
</tr>
<tr>
<td>Assignments (10@2% each)</td>
<td>20%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>89.5 - 100</td>
<td>A</td>
</tr>
<tr>
<td>89.4 – 79.5</td>
<td>B</td>
</tr>
<tr>
<td>79.4 – 69.5</td>
<td>C</td>
</tr>
<tr>
<td>69.4 – 59.5</td>
<td>D</td>
</tr>
<tr>
<td>0 – 59.4</td>
<td>F</td>
</tr>
</tbody>
</table>

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

**Modules**
Each Module contains a variety of practice materials, including textbook, training, assignments, and exams. These include materials/activities that are recommended and not calculated in the course grade, and others, such as “Textbook Assignments” and “Assignments”, that are graded. The recommended sequence through the materials for each module is as follows:

1. Read & Comprehend the contents of the module.
2. Complete the **SAM Training**. These are completed in Mindtap. Trainings are task-based questions in an online interactive environment.
3. Complete the “**Textbook Assignments** by the due date.” (Note! This will be graded.)
4. Attend and follow the lecture. The lecture material is based on the textbook materials and assignments.
5. Complete the “**Assignments** by the due date.” (Note! This will be graded.)
6. “**Textbook Assignments**” and “**Assignments**” assigned for grade are to be completed individually by each student. No collaboration among students is permitted.
7. “**Textbook Assignments**” and “**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.
8. When assignments are assigned, each student will download a start file that is uniquely assigned to that student.

9. 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.

10. 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 project.

11. 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.

12. 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.

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 IN CLASS in the Lab at a specified date/time. Exams will be open book. Any collaboration with others will result in a grade of zero for the exam and the course plus an Academic Integrity citation.

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. 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 one week 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.

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.

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.**

**Attendance Policy**
Attendance is optional but encouraged. Assignments are online with due dates.

**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 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 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 230 Fretwell.

**Laptop Policy**

https://itservices.uncc.edu/laptop

https://belkcollege.uncc.edu/laptop-policy

**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.

**Niner Nation Cares:** All students must follow the updates and instructions related to Fall semester reopening posted on http://ninernationcares.uncc.edu and https://ninernationcares.uncc.edu/students. For your own health and safety and that of your friends and families, make sure to adhere to the health and safety guidelines posted on the above links. Please do not treat these guidelines lightly.
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.

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.

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 Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment</th>
<th>Assignment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aug 25</td>
<td>Introduction and Course Overview</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>Sep 1</td>
<td>Excel Module 1. Getting Started with Excel</td>
<td>Textbook Assignment</td>
<td>by Aug 31, 11:59pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment</td>
<td>by Sep 1, 11:59pm</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Sep 8</td>
<td>Excel Module 2. Formatting Workbook Text and Data</td>
<td>Textbook Assignment</td>
<td>by Sep 7, 11:59pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment</td>
<td>by Sep 8, 11:59pm</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Sep 15</td>
<td>Excel Module 3. Performing Calculations with Formulas and Functions</td>
<td>Textbook Assignment</td>
<td>by Sep 14, 11:59pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment</td>
<td>by Sep 15, 11:59pm</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Sep 22</td>
<td>Excel Module 4. Analyzing and Charting Financial Data</td>
<td>Textbook Assignment</td>
<td>by Sep 21, 11:59pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment</td>
<td>by Sep 22, 11:59pm</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Sep 29</td>
<td><strong>Exam 1</strong> (Modules 1 - 4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>When: 5:30 - 7:00 pm (90 mins) Where: Friday 280</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Oct 6</td>
<td>Excel Module 5. Generating Reports from Multiple Worksheets and Workbooks</td>
<td>Textbook Assignment</td>
<td>by Oct 5, 11:59pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment</td>
<td>by Oct 6, 11:59pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment</td>
<td>by Oct 13, 11:59pm</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Oct 20</td>
<td>Excel Module 7. Summarizing Data with PivotTables</td>
<td>Textbook Assignment</td>
<td>by Oct 19, 11:59pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment</td>
<td>by Oct 20, 11:59pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment</td>
<td>by Oct 27, 11:59pm</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Nov 3</td>
<td><strong>Exam 2</strong> (Modules 5 - 8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>When: 5:30 - 7:00 pm (90 mins) Where: Friday 280</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Nov 10</td>
<td>Excel Module 10. Analyzing Data with Business Intelligence Tools</td>
<td>Textbook Assignment</td>
<td>by Nov 9, 11:59pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment</td>
<td>by Nov 10, 11:59pm</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Nov 17</td>
<td>Excel Module 12. Developing an Excel Application</td>
<td>Textbook Assignment</td>
<td>by Nov 16, 11:59pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment</td>
<td>by Nov 17, 11:59pm</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Nov 24</td>
<td>Holiday (Thanksgiving) – NO CLASS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Dec 1</td>
<td><strong>Exam 3</strong> (Modules 10 &amp; 12)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>When: 5:30 - 7:00 pm (90 mins) Where: Friday 280</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Dec 8</td>
<td><strong>Optional Final Exam</strong> (all modules learned)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>When: 5:30 - 7:00 pm (90 mins) Where: Friday 280</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Be aware that we don’t cover Module 9 and Module 11.