

## **Introduction**

Welcome to INFO 2130! I am Professor Cummens, and I will be instructing you this semester. This class is required for Belk College students, so many of you may not be taking this for your own enjoyment. But let me reassure you if you do the work and study with a focused effort, you will be able to succeed in the class. And SUCCESS is WORTH the EFFORT.

## **Syllabus, Expectations, and Policies**

**How to contact me:** Email is the best way to contact me. Any questions or concerns should be sent to my email address at [hcummens@charlotte.edu](mailto:hcummens@charlotte.edu). Please use **INFO 2130** as the subject.

I try to be available during the weekdays between 8am-5pm. I often have obligations on the weekends and evenings, so expect a delay during these times. I will try and get back to you as quickly as I can.

If you do not understand something, it is better to ask sooner rather than later, so I can help you get on the right track.

## **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 Materials**

This course is part of the Niner Course Pack program. The digital materials for this course have been added to Canvas. To access them for the first time: Click on “Course Materials” in Canvas. Once Canvas is connected to Cengage, your homework will load automatically when you click on the homework links. You **do not** need a physical copy of the book.

## **Required Software**

### **Microsoft Office 365/Excel 2021:**

UNC Charlotte students can download Office 365/Excel 2021 free from <https://software.charlotte.edu>. Programs like Numbers, Excel for the Web and Google Sheets will **NOT** work for this class. You **MUST** get the full version of MS Office 365/Excel 2021.

**It is your responsibility to install this software and make sure it works on your system.**

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*Computer & Internet*

Tablets and chrome books may not be robust enough to complete the course. Access to a desktop or laptop and a reliable Internet connection is **required**. The homework, exams, and practice assignments are all online; it is your responsibility to make sure you have working Internet and equipment.

**Note:** You can also use the computers in the library and any computer lab on campus.

**Grading**

Assignments and exams are weighted based on the following scale:

The final letter grade will be calculated as follows:

Component	%
Exams (4 module exams taken in class, 1 opt final)	40%
SAM Training (2 days late policy with 20% reduction)	10%
Textbook Assignments (2 days late policy with 20% reduction)	20%
Weekly In-Class Projects – must be completed during class	10%
Weekly Module Projects (2 days late policy with 20% reduction)	20%
<b>Total</b>	<b>100%</b>

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

**Due Dates Policy**

I encourage you to focus on your homework and get it turned in ON TIME. Missing and late assignments will lower your grade. I will allow you to turn in assignments (except the in-class project) up to 2 days late with a 20% penalty. You have 3 possible submissions for the homework. Use all three to maximize your grade.

**Missing assignments:** I will only allow missing work and makeup exams to be turn in if there is an extenuating circumstance like illness, family emergency, or another unforeseen

circumstance. Let me know as soon as possible if you have extenuating circumstances, I will have you fill out the absence verification form and adjust the due dates accordingly.

### Grade Appeals Policy

Grades originally show up in Cengage and are then transferred to Canvas. ***The Canvas gradebook is your official grade and contains the proper weights for all assignments and exams.***

Canvas and Cengage both provide the instructor with analytics and data on student engagement including page views, participation, submissions, timeliness, etc. I will be monitoring all student activities to ensure successful engagement and participation in the course. If I notice that you are not engaged, I may reach out to you to discuss improving course engagement and participation.

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 (an email is sufficient) 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.

### Homework (60%)

**This is a homework heavy class. Approximately 12 hours of coursework each week will be required to be successful in the class.** Be sure to give yourself enough time to complete the homework **before** the due date. Some assignments may take several hours to complete. The class moves quickly, and assignments will take longer as we progress throughout the semester. Do not fall behind; it is hard to catch up.

Homework is 60% of the course. Each week there are usually four homework assignments per module. I have divided these into 2 types: “Learn it” and “Apply it”.

- “Learn it” includes SAM Training (10%) and the textbook assignment (20%).
- “Apply it” has 2 projects: An in-Class Project (10%), and a module project (20%).

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

**You MUST do well on both the homework AND exams to do well in the class.** To complete the projects and textbook assignments you will download the start file from Mindtap (link in Canvas) and complete each step. Then save the file with the **correct file name** and submit it. After submitting, you should click on “View Report” to see what you missed, then correct the items and resubmit it up to 3 times.

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**Please note:** The “start file” is uniquely assigned to you. The software will detect any attempt to share “start files, copy content into a start file or not using the supplied start file. If one of these attempts is detected, the software will stop you from submitting the file. Sharing the start file is considered cheating.

**If you do not start with the start file, you will need to download a new start file, start over, and redo the assignment using the correct file.**

### Exams (40%)

Exams are 40% of the course. Five equally weighted exams will be given—4 module exams and a comprehensive final. However, we drop the lowest grade out of the 5 exams so only 4 exams will be counted.

**Exams will be taken in class during our normal class time. They are timed. You will have 50 minutes to complete the exams. Exams are closed book, closed Internet, and closed neighbor. 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

If you have a conflict, let me know **BEFORE** the exam (if possible), and I will do my best to accommodate you. Generally, exam make ups are given for serious medical or family emergencies, athletic team/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.charlotte.edu/services/absence-verification>. Again, permission should be obtained from me **prior** to the scheduled exam time when possible. If you miss an exam without prior approval due to unforeseen circumstances on the day of the exam, please contact me within 24 hours of the exam and provide documentation to qualify for a make-up exam. Failure to contact me within 24 hours will result in a grade of 0 on the exam.

There will be no make-up for the comprehensive final.

### Attendance and Lectures

**Attendance is required.** Please be on time and attentive during class. Please put phones and other distractions away.

Please stay in your seat until I finish the lecture. Sometimes my lectures will NOT take up the entire class time. If I finish early, I will dismiss class. At that point you can stay to work on your homework or leave. Please wait until I finish the lecture and dismiss the class before you leave.

### *Instructor's Absence*

I am generally early to class. But if I am late or for some reason cannot attend, I will send an announcement in Canvas as soon as I can. If I don't show up, please wait 20 minutes before leaving.

### **Announcements**

I will send any schedule adjustments, assignment clarifications and other announcements via Canvas. You should check your email and access your Canvas daily. Please set up notifications in Canvas to notify you when announcements are made. I am not responsible if you miss any information communicated via Canvas and email regarding the course.

### **Student Support**

The details of student support resources available are provided at the following links:

- **Academic support:** <https://advising.charlotte.edu/>.
- **Health support:** <https://studenthealth.charlotte.edu>.

### **Academic Integrity/Honesty**

Students have the responsibility to know and observe the requirements of [The UNC Charlotte Code of Student Academic Integrity](http://legal.charlotte.edu/policies/up-407) available online at <http://legal.charlotte.edu/policies/up-407>. This code forbids cheating, fabrication or falsification of information, multiple submissions of academic work, plagiarism (which includes viewing others work without instructor permission), abuse of academic materials, and complicity in academic dishonesty. *This forbidding includes sharing/copying work between individuals or teams without permission of instructors.* Any special requirements or permission regarding academic integrity in this course will be stated by the instructor and are binding on the students. Students who violate the code can be expelled from UNC Charlotte. The normal penalty for a first offense 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 failing. Students are expected to report cases of academic dishonesty to the course instructor.

### **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.charlotte.edu](http://counselingcenter.charlotte.edu), 7-0311); or (2) Student Health Center ([studenthealth.charlotte.edu](http://studenthealth.charlotte.edu), 7-7400). Additional information about your options is also available at [titleix.charlotte.edu](http://titleix.charlotte.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.

### **Disability Accommodations**

UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please work with the Office of Disability Services. They will provide a letter with your required accommodation to me. This letter is confidential. You can contact the Office of Disability Services at [704-687-0040](tel:704-687-0040) or visit their office in Fretwell 230.

### **Accommodations for Religious Observances**

UNC Charlotte provides reasonable accommodations, including a minimum of two excused absences each academic year, for religious observances required by a student’s religious practice or belief. Please refer to <https://legal.charlotte.edu/policies/up-409> for details on requesting such accommodations.

### **Copyright Ownership in Course Materials**

The lectures and course materials, including presentations, tests, exams, outlines, and similar materials, are protected by copyright. The instructor is the exclusive owner of copyright in those materials created by the instructor. You are encouraged 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

express written consent of the instructor. This includes providing materials to commercial course material suppliers such as Course Hero 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. Similarly, you own copyright in your original papers and exam essays. If the instructor is interested in posting your answers or papers on the course web site, the instructor will obtain your written permission.

**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 made by announcement in Canvas and in class.

**Tentative Schedule**

This schedule is tentative, and I have the right to change it. Please do not fall behind; it will be difficult to catch up. You must have a Cengage account to access and complete assignments.

Date	Lectures and Assignments Due
<p><b>Tues, 8/22</b></p>	<p><b>First day of class.</b>  <b>Lecture 4:00pm – 5:15pm:</b> Getting Started, go over Canvas and Syllabus, setup Cengage and link it to Canvas.  <b>Homework:</b>                      Syllabus Quiz <b>Due 8/29</b>                      Check your Understanding SAM Getting Started Project <b>Due 8/22 at 8:59pm</b>                      File Management Training <b>Due Tues 8/22 at 8:59pm</b>                      File Management Exam <b>Due Tues 8/22 at 8:59pm</b>                      Module 1 SAM Training <b>Due Wed 8/23 at 8:59pm</b>                      Module 1 Textbook – “Getting Started in Excel” <b>Due Wed 8/23 at 8:59pm</b></p>
<p><b>Thurs 8/24</b></p>	<p><b>Lecture 4:00pm – 5:15pm</b>  <b>Module 1 Class Case Problem Due 5:15 pm</b>   <b>Homework:</b>                      Module 1 Project, <b>Due: Thurs, 8/24 at 8:59pm</b></p>
<p><b>Tues, 8/29</b></p>	<p><b>Lecture 4:00pm – 5:15pm:</b> Module 2 “Formatting Workbook Text and Data”  <b>Homework:</b>                      Module 2 SAM Training <b>DUE 8/29 at 8:59pm</b>                      Module 2 Textbook Assignment <b>DUE 8/29 at 8:59pm</b></p>

Thurs, 8/31	<p><b>Lecture 4:00pm – 5:15pm</b>  <b>Module 2 Class Case Problem Due 5:15 pm</b>  <b>Homework:</b>                  Module 2 Project, <b>DUE 8/31 at 8:59pm</b></p>
Tues, 9/5	<p><b>Lecture 4:00pm – 5:15pm:</b> Module 3 “Performing Calculations with Formulas and Functions”  <b>Homework:</b>                  Module 3 SAM Training <b>DUE 9/5 at 8:59pm</b>                  Module 3 Textbook Assignment <b>DUE 9/5 at 8:59pm</b></p>
Thurs, 9/7	<p><b>Lecture 4:00pm – 5:15pm</b>  <b>Module 3 Class Case Problem Due 5:15 pm</b>  <b>Homework:</b>                  Module 3 Project, <b>DUE 9/7 at 8:59pm</b></p>
Tues, 9/12	<p><b>Lecture 4:00pm – 5:15pm:</b> Module 4 “Analyzing and Charting Financial Data”  <b>Homework:</b>                  Module 4 SAM Training <b>DUE 9/12 at 8:59pm</b>                  Module 4 Textbook Assignment <b>DUE 9/12 at 8:59pm</b></p>
Thurs. 9/14	<p><b>Lecture 4:00pm – 5:15pm</b>  <b>Module 4 Class Case Problem Due 5:15 pm</b>  <b>Homework:</b>                  Module 4 Project, <b>DUE 9/14 at 8:59pm</b></p>
Tues, 9/19	<p><b>Exam 1 Review (Modules 1-4)</b>  <b>Homework: Study for Exam 1</b></p>
Thurs, 9/21	<p><b>Exam 1 (Modules 1 – 4) 4:00pm – 5:15pm</b>  <b>No homework</b></p>
Tues, 9/26	<p><b>Lecture 4:00pm – 5:15pm:</b> Module 5 “Generating Reports from Multiple Worksheets and Worksheets”  <b>Homework:</b>                  Module 5 SAM Training <b>DUE 9/26 at 8:59pm</b>                  Module 5 Textbook Assignment <b>DUE 9/26 at 8:59pm</b></p>
Thurs, 9/28	<p><b>Lecture 4:00pm – 5:15pm</b>  <b>Module 5 Class Case Problem Due 5:15 pm</b>  <b>Homework:</b>                  Module 5 Project, <b>DUE 9/28 at 8:59pm</b></p>



<b>Tues, 10/3</b>	<b>Lecture 4:00pm – 5:15pm:</b> Module 6 “Managing Data with Data Tools” <b>Homework:</b> Module 6 SAM Training <b>DUE 10/3 at 8:59pm</b> Module 6 Textbook Assignment <b>DUE 10/3 at 8:59pm</b>
<b>Thurs, 10/5</b>	<b>Lecture 4:00pm – 5:15pm</b> <b>Module 6 Class Case Problem Due 5:15 pm</b> <b>Homework:</b> Module 6 Project, <b>DUE 10/5 at 8:59pm</b>
<b>Thurs, 10/10</b>	<b>Exam 2 Review (Modules 5-6)</b> <b>Homework: Study for Exam 2</b>
<b>Tues, 10/12</b>	<b>Exam 2 (Modules 5-6) 4:00pm – 5:15pm</b> <b>No homework</b>
<b>Thurs, 10/17</b>	<b>Lecture 4:00pm – 5:15pm:</b> Module 7 “Summarizing Data with Pivot Tables” <b>Homework:</b> Module 7 SAM Training <b>DUE 10/17 at 8:59pm</b> Module 7 Textbook Assignment <b>DUE 10/17 at 8:59pm</b>
<b>Tues, 10/19</b>	<b>Lecture 4:00pm – 5:15pm</b> <b>Module 7 Class Case Problem Due 5:15 pm</b> <b>Homework:</b> Module 7 Project, <b>DUE 10/19 at 8:59pm</b>
<b>Tues, 10/24</b>	<b>No Class – Student Recess</b>
<b>Thurs, 10/26</b>	<b>Lecture 4:00pm – 5:15pm:</b> Module 8 “Performing What-If Analyses” <b>Homework:</b> Module 8 SAM Training <b>DUE 10/26 at 8:59pm</b> Module 8 Textbook Assignment <b>DUE 10/26 at 8:59pm</b>
<b>Tues, 10/31</b>	<b>Lecture 4:00pm – 5:15pm</b> <b>Module 8 Class Case Problem Due 5:15 pm</b> <b>Homework:</b> Module 8 Project, <b>DUE 10/31 at 8:59pm</b>
<b>Thurs, 11/2</b>	<b>Exam 3 Review (Modules 7-8)</b> <b>Homework: Study for Exam 3</b>

<b>Tues, 11/7</b>	<b>Exam 3 (Modules 7-8) 4:00pm – 5:15pm</b> <b>No Homework</b>
<b>Thurs, 11/9</b>	<b>Lecture 4:00pm – 5:15pm: Module 10 “Analyzing Data with Business Intelligence Tools”</b> <b>Homework:</b> Module 10 SAM Training <b>DUE 11/9 at 8:59pm</b> Module 10 Textbook Assignment <b>DUE 11/9 at 8:59pm</b>
<b>Tues, 11/14</b>	<b>Lecture 4:00pm – 5:15pm</b> <b>Module 10 Class Case Problem Due 5:15 pm</b> <b>Homework:</b> Module 10 Project, <b>DUE 11/14 at 8:59pm</b>
<b>Thurs, 11/16</b>	<b>Lecture 4:00pm – 5:15pm: Module 12 “Developing an Excel Application”</b> <b>Homework:</b> Module 12 SAM Training <b>DUE 11/16 at 8:59pm</b> Module 12 Textbook Assignment <b>DUE 11/16 at 8:59pm</b>
<b>Tues 11/21</b>	<b>No class Thanksgiving Break</b>
<b>Thurs, 11/23</b>	<b>No class - Thanksgiving Break</b>
<b>Tues, 11/28</b>	<b>Lecture 4:00pm – 5:15pm</b> <b>Module 12 Class Case Problem Due 5:15 pm</b> <b>Homework:</b> Module 12 Project, <b>DUE 11/28 at 8:59pm</b>
<b>Thurs, 11/30</b>	<b>Exam 4 Review (Modules 10, 12)</b> <b>Homework: Study for Exam 4</b>
<b>Tues, 12/5</b>	<b>Exam 4 (Modules 10, 12) 4:00pm – 5:15pm</b> <b>No Homework</b>
<b>Final 12/14</b>	<b>Final (Modules 1-12)</b> Exam will be in Class. <b>Date: 12/14 2:00pm</b>