

The University of North Carolina at Greensboro
Bryan School of Business and Economics
Department of Information Systems and Supply Chain Management

ISM 110-12 Business Computing [Spring 2021]

Instructor	Ms. Apoorva Patipati Ramesh
Email	apramesh@uncg.edu (email is the best way to communicate)
Class Meeting Times	TBD (via Zoom)
Office Hours (Virtua)	By Appointment Click here to make an appointment: https://calendly.com/apramesh
Course Start Date	Tuesday, 19 January, 2021
Course End Date	Wednesday, 28 April, 2021

LEARNING RESOURCES AND TECHNOLOGY REQUIREMENTS

Required Learning Resources

Ramaswamy. (2020). *Business Computing with Spreadsheets. 1st Edition.* + Knowledge Varsity Portal Access Code

Required Access to Knowledge Varsity Portal

You may purchase the required text and access code to the Knowledge Varsity portal from UNCG Bookstore (<http://uncg.bncollege.com>) or directly from the Knowledge Varsity Press Website. Here are your options:

- 1) eText + Access Code. ISBN – 9781935160212 (Available Through [UNCG Bookstore](#)).
- 2) Direct purchase from Knowledge Varsity Press Website

(Note: The access code includes the e-textbook, chapters of which can be found in relevant modules on Canvas)

• **Technology Requirements**

- **Canvas Course:** UNCG username and password are required for students to access Canvas Course page and to login to the assignment portal.
- **Internet:** Students should have Reliable and High-Speed Internet connection
- **Device:** Students should have a laptop or a desktop. You **must not** use Chromebooks, Tablets or Smartphones as they do not support the course assignments.
- **MS Office 365** – download from UNCG website for free [HERE](#). Ensure that the desktop version is downloaded to your device. Assignments cannot be completed in the online version.
- **Web-browsers:** Chrome (preferred), Firefox or Safari -- do not use Internet Explore.
- **Backup Files:** Do not use Google Drive to back up your MS Excel files. Google Drive compresses files which will remove the embedded information resulting in grading errors.

COURSE DESCRIPTION

Develops skills using microcomputer applications including electronic mail, word processing, graphics, spreadsheets, and network functions.

Notes: Open to freshmen and other students seeking an introduction to computer usage.

COURSE OBJECTIVES

At the end of the course students should be able to:

- Be proficient in use of MS Office, in particular:
 - Work in Excel Environment
 - Navigate, Select and Edit cells in Worksheet
 - Format Excel Worksheets
 - Compute using Excel Formula and Excel functions
 - Create Graphs, Charts and Tables
 - Search, Sort, Filter Data
 - Summarize Data through Frequency distributions and the measures of Central tendency and dispersion

INSTRUCTIONAL METHODOLOGY & ASSESSMENT

This class will be based on readings, quizzes, assignments and tests. Student performance will be assessed using quizzes, tests and Excel projects. This is a paperless class – most materials will be distributed, and all tests and assignments will be collected electronically. Feel free to keep notes in any format convenient to you.

Note that ISM 110 does not have any formal lectures. All the materials will be made available as per the schedule published. There will be *weekly recitation class meetings* to provide students an opportunity to receive additional instruction on subject matter or questions assigned as homework. It is the responsibility of the students to seek clarification from the instructor to understand challenging topics. This class time can also be utilized to complete the assigned exercises.

ASSIGNMENTS & GRADE COMPONENTS

There are four components of the final grade. They are:

1. Quizzes (20%):

Weekly quizzes will be administered through Canvas. You will have unlimited attempts for quizzes. *Each quiz is due on Sunday at 11:59PM for that week.* To achieve success, follow the below process:

- Watch the video lesson
- Practice the learning exercises as demonstrated in the video lessons
- Attempt the quiz

2. Mini Case Exercise (30%):

Weekly mini case exercises are Excel assignments that you can attempt multiple times but only the final submission will be graded as per the deadline. *Each mini case is due on Sunday at 11:59PM for that week.* Grades and feedback will be available the following Wednesday. Follow detailed instructions on Canvas for submitting the assignments.

3. Master Business Case Exercise (30%):

A Master Business Case runs throughout the semester and is divided into 6 parts. *Additionally, there is an introductory exercise in the first week named "Introduction to Master Business Case" which carries 20 points. This will be a part of the 30% allocated to this component.*

You are allowed an initial submission for each of the 6 parts which will be due at the end of each fortnight. Grades and feedback for the initial submission will be available after 72 hours of the submission deadline. They can be used to improve the score on your final submission. If you are pleased with your initial score, your final submission which is due in the next week is optional.

Follow the deadlines as indicated in the course schedule. Detailed instructions for submitting the assignments are provided on Canvas.

4. Final Exam (20%):

The final exam will be administered through Canvas. You will have 2 attempts to complete the final exam. The final exam will be open for 48 hours and will cover all the chapters.

PERFORMANCE EVALUATION

<i>Requirements</i>	<i>Frequency</i>	<i>No. of Submissions</i>	<i>Weight</i>
Quizzes	Weekly	13	20%
Mini Case Exercise	Weekly	13	30%
Master Business Case Exercise	Biweekly	6	30%
Final Exam		1	20%

GRADING

Your letter grade will be based on the following distribution: Grades are truncated, not rounded.

<i>Percentage</i>	<i>Grade</i>	<i>Percentage</i>	<i>Grade</i>	<i>Percentage</i>	<i>Grade</i>	<i>Percentage</i>	<i>Grade</i>
98 - 100	A	88-89.9	B+	78-79.9	C+	68-69.9	D+
93 - 97.9	A	83-87.9	B	73-77.9	C	63-67.9	D
90 - 92.9	A-	80-82.9	B-	70-72.9	C-	60-62.9	D-
						< 60	F

COURSE SCHEDULE

Week	Dates	Topic	What is due on Sunday at 11:59PM
1	19 Jan - 24 Jan	Introduction to the course, Syllabus, Learning Resources, Assignment administration, Assessments and Performance Expectations	Introduction to MBC
2	25 Jan - 31 Jan	Introduction to Excel Environment	Quiz 1 MC 1

3	1 Feb - 7 Feb	Formula 1: Creating Simple relative cell formula	Quiz 2 MC 2 MBC 1 (initial submission)
4	8 Feb - 14 Feb	Graphs & Charts 1: Creating most commonly used charts	Quiz 3 MC 3 MBC 1 (final submission)
5	15 Feb - 21 Feb	Functions 1: Using most common functions in Excel	Quiz 4 MC 4 MBC 2 (initial submission)
6	22 Feb – 28 Feb	Data 1: Rearranging and selective viewing the data	Quiz 5 MC 5 MBC 2 (final submission)
7	1 Mar - 7 Mar	Formatting 2: Using Predefined Cell Styles and conditional formatting	Quiz 6 MC 6 MBC 3 (initial submission)
8	8 Mar - 14 Mar	Graphs 2: Communicating Complex Data using charts	Quiz 7 MC 7 MBC 3 (final submission)
9	15 Mar - 21 Mar	Functions 2: Logical Functions	Quiz 8 MC 8 MBC 4 (initial submission)
10	22 Mar - 28 Mar	Functions 3: Nested Logical Functions	Quiz 9 MC 9 MBC 4 (final submission)
11	29 Mar - 4 Apr	Data 2: Lookup, Match and Index	Quiz 10 MC 10 MBC 5 (initial submission)
12	5 Apr - 11Apr	Data 3: Computing Frequencies	Quiz 11 MC 11 MBC 5 (final submission)
13	12 Apr - 18 Apr	Data 4: Summarizing Data	Quiz 12 MC 12 MBC 6 (initial submission)
14	19 Apr - 25 Apr	Table Function	Quiz 13 MC 13 MBC 6 (final submission)
	28 Apr	Last day of classes	None
Finals week	30 Apr - 6 May		Final Exam

COVID-19 INFORMATION

As UNCG returns to face-to-face course offerings in fall 2020, the campus community must recognize and address concerns about physical and emotional safety. As such, all students, faculty, and staff are required to uphold UNCG's culture of care by actively engaging in behaviors that limit the spread of COVID-19. Such actions include, but are not limited to, the following:

- [Wearing a face covering that covers both nose and mouth](#)
- Observing [social distance](#) in the classroom
- Engaging in proper hand washing hygiene when possible
- [Self-monitoring for symptoms of COVID-19](#)
- Staying home if you are ill
- Complying with directions from health care providers or public health officials to quarantine or isolate if ill or exposed to someone who is ill.

Instructors will have seating charts for their classes. These are important for maintaining appropriate social distance during class and facilitating contact tracing should there be a confirmed case of COVID-19. Students must sit in their assigned seat at every class meeting and must not move furniture. Students should not eat or drink during class time.

A limited number of disposable masks will be available in classrooms for students who have forgotten theirs. Face coverings will also be available for purchase in the UNCG Campus Bookstore. Students who do not follow masking and social distancing requirements will be asked to put on a face covering or leave the classroom to retrieve one and only return when they follow these basic requirements to uphold standards of safety and care for the UNCG community. Once students have a face covering, they are permitted to re-enter a class already in progress. Repeated issues may result in conduct action. The course policies regarding attendance and academics remain in effect for partial or full absence from class due to lack of adherence with face covering and social distancing requirements.

For instances where the Office of Accessibility Resources and Services (OARS) has granted accommodations regarding wearing face coverings, students should contact their instructors to develop appropriate alternatives to class participation and/or activities as needed. Instructors or the student may also contact [OARS](#) (336.334.5440) who, in consultation with Student Health Services, will review requests for accommodations.

Health and well-being impact learning and academic success. Throughout your time in the university, you may experience a range of concerns that can cause barriers to your academic success. These might include illnesses, strained relationships, anxiety, high levels of stress, alcohol or drug problems, feeling down, or loss of motivation. Student Health Services and The Counseling Center can help with these or other issues you may experience. You can learn about the free, confidential mental health services available on campus by calling 336-334-5874, visiting the website at <https://shs.uncg.edu/> or visiting the Anna M. Gove Student Health Center at 107 Gray Drive. For undergraduate or graduate students in recovery from alcohol and other drug addiction, The Spartan Recovery Program (SRP) offers recovery support services. You can learn more about recovery and recovery support services by visiting <https://shs.uncg.edu/srp> or reaching out to recovery@uncg.edu

POLICY STATEMENTS

Academic Integrity:

UNCG Academic Integrity statement can be found here: <https://osrr.uncg.edu/academic-integrity/>

Faculty and Student Guidelines

UNCG Faculty and student guidelines are be found here: <https://bryan.uncg.edu/wp-content/uploads/2017/08/Faculty-and-Student-Guidelines-2018-2019.pdf>

Electronic Mail and Canvas Accounts

You should check your UNCG email and Canvas course link regularly as I may send email updates or add new info on Canvas on an ongoing basis. You will be responsible for any information or announcements contained in the email messages or updates on Canvas.

Student Code of Conduct:

The UNCG Student Code of Conduct can be found here: <https://osrr.uncg.edu/wp-content/uploads/2019/07/Student-Code-of-Conduct-12-3-18-2.pdf>

Accessibility policy

UNCG accessibility policy can be found here: <https://ods.uncg.edu>

DISABILITY SERVICES

If you have a learning or physical disability, please contact the UNCG Office of Disability Services in Suite 208 EUC. The Disability office will contact your instructor once your request is approved. You must make arrangements for special accommodations for each and every test in advance of the scheduled test date. Please provide your instructor at least a 48-hour notice when requesting testing accommodations.