

# Syllabus

**The University of North Carolina at Greensboro**  
**Bryan School of Business and Economics**  
**Department of Information Systems and Supply Chain Management**  
**ISM 110 Business Computing Spring 21**  
**Sections 01, 02, 03**

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**Instructor** Mary Catherine Chauvin [show – van]

**Email** Preferred method thru Canvas Inbox

**Class Meeting Times** Mondays:

Section 01: 9:00 AM to 9:45 AM – meets in Bryan 221

Section 02: 10:00 AM to 10:45 AM – meets on Zoom -

<https://uncg.zoom.us/j/97924974879>

[\\_ \(https://uncg.zoom.us/j/97924974879\)](https://uncg.zoom.us/j/97924974879)

Section 03: 11:00 AM to 11:45 AM - meets in Bryan 221

**Office Hours** I will schedule Zoom sessions throughout the semester.

**Course Start Date** Monday, January 25, 2021

**Course End Date** Monday, April 26, 2021

**Final Exam** Friday, April 30 and Monday, May 3, 2021

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**LEARNING RESOURCES AND TECHNOLOGY REQUIREMENTS - PURCHASE BEFORE**

## THE 1st DAY OF CLASS

### 1. Required Learning Resources: PURCHASE BEFORE THE 1st DAY OF CLASS

- Business Computing with Spreadsheets (e-Textbook) + Knowledge Varsity Digital Access Code

Available through [UNCG Bookstore \(http://uncg.bncollege.com/\)](http://uncg.bncollege.com/)

IMPORTANT: This is a one-time access code and can only be purchased through UNCG bookstore

### 2. TECHNOLOGY REQUIREMENTS

- **Digital-access-code** from Knowledge Varsity purchased through UNCG bookstore
- STUDENTS MUST PURCHASE THEIR DIGITAL-ACCESS-CODE BEFORE THE 1ST DAY OF CLASS and NO LATER THAN FRI, JAN 9, 2021.
- **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
- **Computer or Laptop**: Students should have a laptop or a desktop. You **must not** use Chromebooks, Tablets or Smartphones as they do not support the course assignments.
- **Microsoft Office 365 -- desktop version** -- download from UNCG website for free [HERE \(https://its.uncg.edu/Software/Available/List/Microsoft-Office-365\)](https://its.uncg.edu/Software/Available/List/Microsoft-Office-365). Ensure that the desktop version is downloaded to your device. Assignments cannot be completed using the online or cloud version.
- **Web-browsers**: Chrome (preferred), Firefox or Safari -- do not use Internet Explorer or Bing.
- **Backup Files**: Do not use Google Drive to back up your Microsoft 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 attendance, participation, readings, quizzes, assignments, and a final exam. Student performance will be assessed using attendance, participation, quizzes, Excel projects and a final exam. 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 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 (4) components of the final grade.

### 1. **Quizzes: quizzes, attendance and study group participation**

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 lessons
- Practice the learning exercises as demonstrated in the video lessons
- Complete the weekly quiz (unlimited attempts)
- Study Group: participate with your study group each week
- Attendance: attend class each week

### 2. **Mini Case Exercise: (MC)**

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: (MBC)

A Master Business Case runs throughout the semester and is divided into 6 parts. You are allowed an initial submission of each part which will be due at the end of each fortnight. Grades and feedback for the initial submission will be available after 72 hours after 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:

The final exam will be administered through Canvas. You will have 2 attempts to complete the final exam. The final exam dates and times will be open based on UNCG final exam schedule.

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## PERFORMANCE EVALUATION

<i>Requirements</i>	<i>Frequency</i>	<i>No. of Submissions</i>	<i>Weight</i>
Quizzes, Study Group Participation, Attendance	Weekly	13, 13, 13	20%
Mini Case Exercises	Weekly	13	30%
Master Business Case Exercises	Biweekly	6	30%
Final Exam		1	20%

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## 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

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## COURSE SCHEDULE - MON sections 01, 02, 03

Week 1, 2, and 3 vary in order to synchronize with all sections.

Week	Dates	Topic	What is due Sunday at 11:59 PM - SUBMIT
			<p><b>*Master Business Case has 2 due-dates, you have 2 opportunities to submit.</b></p> <p><b>The INITIAL submission is due the week before the FINAL submission.</b></p> <p><b>Some due dates vary in order to synchronize due dates -</b></p> <p><b>*See Canvas modules for exact due dates *</b></p>
1*		Introduction to the course, Syllabus, Learning Resources, Assignment administration, Assessments and Performance Expectations	<ul style="list-style-type: none"> <li>• Introduction to Master Business Case</li> <li>• PEMDAS quiz</li> <li>• Study Group Meeting Minutes</li> </ul> <p><b>(Due on Sunday at 11:59 PM)</b></p>
2*		Introduction to Excel Environment	<ul style="list-style-type: none"> <li>• Quiz 1</li> <li>• Mini Case 1</li> <li>• Study Group Meeting Minutes</li> </ul> <p><b>(Due on Sunday at 11:59 PM)</b></p>
3*		Formula 1: Creating Simple relative cell	<ul style="list-style-type: none"> <li>• Quiz 2</li> <li>• Mini Case 2</li> </ul>

	formula	<ul style="list-style-type: none"> <li>• Master Business Case part 1 (<b>Initial submission</b>)</li> <li>• Study Group Meeting Minutes</li> </ul> <p><b>(Due on Sunday at 11:59 PM)</b></p>
4*	Graphs & Charts 1: Creating most commonly used charts	<ul style="list-style-type: none"> <li>• Quiz 3</li> <li>• Mini Case 3</li> <li>• Master Business Case part 1 (<b>Final submission</b>)</li> <li>• Study Group Meeting Minutes</li> </ul> <p><b>(Due on Sunday at 11:59 PM)</b></p>
5	Functions 1: Using most common functions in Excel	<ul style="list-style-type: none"> <li>• Quiz 4</li> <li>• Mini Case 4</li> <li>• Master Business Case part 2 (<b>Initial submission</b>)</li> <li>• Study Group Meeting Minutes</li> </ul> <p><b>(Due on Sunday at 11:59 PM)</b></p>
6	Data 1: Rearranging and selective viewing the data	<ul style="list-style-type: none"> <li>• Quiz 5</li> <li>• Mini Case 5</li> <li>• Master Business Case part 2 (<b>Final submission</b>)</li> <li>• Study Group Meeting Minutes</li> </ul> <p><b>(Due on Sunday at 11:59 PM)</b></p>
7	Formatting 2: Using Predefined Cell Styles and conditional formatting	<ul style="list-style-type: none"> <li>• Quiz 6</li> <li>• Mini Case 6</li> <li>• Master Business Case part 3 (<b>Initial submission</b>)</li> <li>• Study Group Meeting Minutes</li> </ul> <p><b>(Due on Sunday at 11:59 PM)</b></p>
8	Graphs 2: Communicating Complex Data using charts	<ul style="list-style-type: none"> <li>• Quiz 7</li> <li>• Mini Case 7</li> <li>• Master Business Case part 3 (<b>Final submission</b>)</li> <li>• Study Group Meeting Minutes</li> </ul>

**(Due on Sunday at 11:59 PM)**

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Functions 2:  
Logical Functions

- Quiz 8
- Mini Case 8
- Master Business Case part 4 (**Initial submission**)
- Study Group Meeting Minutes

**(Due on Sunday at 11:59 PM)**

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Functions 3:  
Nested Logical Functions

- Quiz 9
- Mini Case 9
- Master Business Case part 4 (**Final submission**)
- Study Group Meeting Minutes

**(Due on Sunday at 11:59 PM)**

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Data 2:  
Lookup, Match and Index

- Quiz 10
- Mini Case 10
- Master Business Case part 5 (**Initial submission**)
- Study Group Meeting Minutes

**(Due on Sunday at 11:59 PM)**

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Data 3:  
Computing Frequencies

- Quiz 11
- Mini Case 11
- Master Business Case part 5 (**Final submission**)
- Study Group Meeting Minutes

**(Due on Sunday at 11:59 PM)**

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Data 4:  
Summarizing Data

- Quiz 12
- Mini Case 12
- Master Business Case part 6 (**Initial submission**)
- Study Group Meeting Minutes

**(Due on Sunday at 11:59 PM)**

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Table Function

- Quiz 13
- Mini Case 13

- Master Business Case part 6 (**Final submission**)
- Study Group Meeting Minutes

**(Due on Sunday at 11:59 PM)**

Reading Day Thursday ---  
April 29  
2021

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Final Exam Week	Friday April 30 and Monday May 3	Multiple Choice Questions (MCQ) Textbook Chapters 1 - 15 50 questions 2-attempts, highest score is recorded	Friday, April 30 opens at 6:00 AM and closes at 9:00 PM  Monday, May 3, 2021 opens at 9:00 AM and closes at 3:00 PM
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## COVID-19 INFORMATION

As UNCG returns to face-to-face course offerings in Spring 2021, 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](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>)
- Observing [social distance](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html) (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>) in the classroom
- Engaging in proper hand washing hygiene when possible
- [Self-monitoring for symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)
- 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](https://ods.uncg.edu/) [\(https://ods.uncg.edu/\)](https://ods.uncg.edu/) (336.334.5440) who, in consultation with Student Health Services, will review requests for accommodations.

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## POLICY STATEMENTS

### **Academic Integrity:**

UNCG Academic Integrity statement can be found here:

<https://osrr.uncg.edu/academic-integrity/> [\(https://osrr.uncg.edu/academic-integrity/\)](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> [\(https://bryan.uncg.edu/wp-content/uploads/2017/08/Faculty-and-Student-Guidelines-2018-2019.pdf\)](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>

<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> [.\(https://ods.uncg.edu/\)](https://ods.uncg.edu)

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## 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.

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## [ATTENDANCE POLICY \\* click here for more information](#)

<https://uncg.instructure.com/courses/87781/pages/dot-policy-attendance>

Students are required to attend and participate in class every week - online and on-campus sections.

More information provided in the Canvas course – Attendance Policy.

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## [STUDY GROUP REQUIREMENTS \\* click here for more information](#)

<https://uncg.instructure.com/courses/87781/modules/282990>

More information provided in the Canvas course – Study Group Requirements.

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## [EMAIL POLICY - COMMUNICATING with your Professor](#)

<https://uncg.instructure.com/courses/87781/pages/dot-policy-email-communicating-with-your-professors>

More information provided in the Canvas course – Email Policy.

This marks the end of this syllabus. Any changes will be communicated to all students thru Canvas Announcements.

Ms. Chauvin -- January 18, 2021.

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