Syllabus - Spring 2017 (*subject to change*)

CS 150L: Computing for Business Students

Spring 2017 Syllabus – Computer Science (CS) 150L -- Section 501 -- CRN 37340

INSTRUCTOR: Dr. Steven Castillo – Email: stevenpc@unm.edu
CLASS MEETINGS: Wednesdays 12:00-1:15 pm, Room VB&T 124.
OFFICE HOURS: Thursdays 1:15-1:45 pm in VB&T 124 immediately after class.
SYLLABUS: Subject to change.

Course Objectives

- Learn to use formulas, charts, and macros in business.
- Learn to navigate Microsoft worksheets, tabs, groups, and buttons.
- Learn to use Excel's financial, database, logical, and statistical functions.
- Learn to use Microsoft Word and PowerPoint to communicate effectively.

Required Textbook

Computer Applications for Business Management, Third Edition is available at the UNM Bookstore. The textbook must be brought to every Lecture and Lab session for discussion and grading purposes. All written assignments will be done and graded in the textbook.

Grade Components

Each student's final course grade is based on one midterm exam (100 points), one non-cumulative final exam (100 points), Review Questions (16 points), two Portfolios (30 points), one Resume (2 points), and one PowerPoint slideshow (2 points) for a total possible 250 points.

Students may calculate their grade at any time by (1) summing their points earned; (2) dividing their points by the total points possible; and (3) checking the chart below without rounding.

Final Course Grades

Over 98% A+	Over 93% A	Over 90% A-	Over 87% B+	Over 83% B	Over 80% B-
Over 77% C+	Over 73% C	Over 70% C-	Over 67% D+	Over 63% D	Over 60% D-

Course Schedule

Attend 12:00 Lecture on Wednes-days *	Read these pages BEFORE Lectures: *	All Review Questions on These pages are due at the beginning of class: *	Activities to work in class and to include in your Portfolio: *	Notes:
Jan 18	Read pgs1-10 before class.	Review Exercises 3A, 3B, and page 10 due in class.	Attend lab as usual and do these activities in lab: 5A, 7A, 8B, 9C	Rename worksheet tabs, e.g. XX-5A & XX-7A (XX is your initials). Save on thumb drive and name file: XX-Portfolio-1
25	11-33	19,33	16B, 21B, 31B	
Feb 1	34-52	52	36B, 44B	
8	53-69	69	58B, 67B	
15	70-87	87	70B, 85B	
22	88-111	111	91B, 105B	
Mar 1	Q & A for Midterm Exam	Midterm Exam During Lab thru pg. 111	Midterm Exam During Lab thru pg. 111	Midterm Portfolio-1 due by Fri March 3rd at 11:59 pm on Learn. One chance only.
8	112-130	130	122B, 126B, 128B	
15	No class	Nothing due	No lab	**SPRING BREAK**
22	131-147		137B, 142B	
29	148-173	161	159B, 165B, 170B, 172B	
Apr 5	174-197	197	177B, 184B, 186B, 189B	
12	198-225	214, 225	219B, 220B	
19	226-241	241	Work on Resume.	
26	242-257	257	Work on Power Point.	Final Portfolio-2 due by Fri April 28th at 11:59 pm on Learn. One chance only.
May 3	Q & A for Final Exam	Final Exam During Lab: Pages 112-257	Final Exam During Lab: Pages 112-257	Resume & PPT due by Fri May 5th @ 11:59 pm on Learn. No late work.
10	Finals Week	Finals Week	No lab this week.	No CS 150 class this week.

Semester grades will be posted to Lobo Web no later than 11:59 p.m. Saturday.

* Students are encouraged to complete all activities in the textbook for practice and skill building. All textbook material, activities, review questions, and topics discussed in lecture may be included on the Midterm and Final Exams.

Course Procedure

This is a 'hybrid course' so students attend Lecture once per week and attend lab once per week. Students will present their textbook at the beginning of each lab session for grading; & submit two Portfolios online using UNM's Learn On-line System. A resume and a power point slideshow will also be submitted online and not as part of a portfolio.

Portfolio Deadlines

Students are responsible for using UNM's hardware and internet service or something just as reliable since no late work and no second attempts will be graded. To check if Learn had a technical problem causing a submission problem, phone their 24/7 Tech Support phone number at 505-277-0857. If they determine there was a technical issue then have them email me.

Lab Expectations

Students are expected to arrive to each Lab session on time, insert a thumb drive, and turn on the computer. A Teaching Assistant (TA) will be in charge of the lab. The TA will create a seating chart, help students with course material, hold office hours, and mark students' textbook Review Questions for neatness & completeness at the beginning of every lab session. Students must have their books opened to Review Questions for grading with their name printed on the top line of each page. Review Questions presented to TA late or with no name will receive zero credit.

Student Behavior

Students are expected to arrive to each Lecture and Lab on time and stay until the end so as to not distract others from learning. Students must raise a hand and wait to be called upon to speak. No sunglasses, earphones, cell phones, texting, tapping, clicking, food, or chatting are allowed in class or lab. Seating may be reassigned in Lecture or Lab for disruptive students. Students who disrupt others or copy others' work may lose up to 10% of their grade per offense or receive an F in the course.

Disabilities

During the first week of class students with disabilities should provide UNM Accessibility Resource Center with documentation so UNM can provide possible assistance. ARC Website: http://arc.unm.edu & Office phone: (505) 277-3506

Miscellaneous

Students should print their name on their textbooks and thumb drives as late work will NOT be excused due to lost or stolen materials; or the use of ineffective hardware or internet services; or the failure to attach correct files to portfolio submissions.

Students in athletics need coaches' written and signed notice in advance if missing a class or lab.

Computer Lab Responsibility

Please be advised that use of computer labs on UNM properties is governed by "Policy 2500: Acceptable Computer Use" which can be found at http://policy.unm.edu/university-policies/2000/2500.html. Food and drink are also prohibited in any computer lab on campus. Anyone violating these policies is subject to possible suspension and loss of computer lab privileges.

UNM Email/Black Board Learn Access

Beginning Fall 2015 semester, all UNM-Valencia students will need a UNM Net ID which can be created by going to: http://it.unm.edu/accounts/. UNM Net ID will give you access to the computer labs on campus, blackboard learn and UNM Email.

Title IX

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see page 15 – http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf).   This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/university-policies/2000/2740.html

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