Computing for Business Students

CRN: 21370 CS150L Section 501

Instructor: Cindy L. Chavez	Proffered method of contact is email
Online Office Hours: As needed and requested	**Office:** virtual office
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Course Requirements

- ✓ High speed Internet connection
- ✓ Computer with Office 2013 or 2016
- ✓ Backup plan in case your system fails (In other words—don't wait until the last minute to complete and assignment.
- ✓ Lastly a positive attitude

Course Description

CS 150: Computing for Business Students, is a survey course designed to introduce you to concepts of computing from the angle of business computer applications. You will have the opportunity to learn to use Windows 8, Internet Explorer and Microsoft Office Professional 2013 or 2016 (Word, Excel, PowerPoint, and Introduction of MS Access) for beginning concepts and skills in operating systems, internet access, word processing, spreadsheets, databases, desktop publishing, and presentation graphics. In addition, you will have the opportunity to learn a variety of concepts related to microcomputers in general, including microcomputer software & hardware, the internet, and social implications of computing.

This section of CS 150 (502) is an online course and you are expected to access and study the materials online through Blackboard Learn.

Course Objectives

1. To provide the student the opportunity to learn fundamental concepts of information technology with emphasis on:
   a. Microcomputer systems (basics of hardware & software);
   b. Societal implications of computer systems (laws, ethics, history, etc.);
   c. The Internet & the World Wide Web (it's implications for society, its perils, and it's benefits to the user); and,
   d. General information on applications software.
2. To provide the student the opportunity to effectively use Windows & Office products to include:

a. Windows (basic operations & file management); b. Internet Explorer (Chrome or Mozilla Firefox): The student will be able to access the Internet for research and communications.
b. Word: Create, modify, format and view/print documents using features of a popular word processing application;
c. Excel: Create, and format spreadsheets and charts using features of a popular spreadsheet application;
d. Access: Create, and format databases using features of a popular database application;
e. PowerPoint: Create, and format presentations using features of a popular presentation application;

Student Learning Outcomes

At the end of the course students will able to:

- ✓ Demonstrate ability to identify computer components
- ✓ Demonstrate ability to use Windows for basic operations & file management
- ✓ Demonstrate ability to use Internet Explorer (Chrome or Mozilla Firefox) to access the Internet for research and communications.
- ✓ Demonstrate ability to create documents using MS Word
- ✓ Demonstrate ability to create a presentation using MS PowerPoint
- ✓ Demonstrate ability to create a spreadsheet using MS Excel
- ✓ Demonstrate ability to create a database using MS Access

Microsoft Office

Most computers in UNM-Valencia campus computer labs use Microsoft Office 2013. Therefore, it is the official version of the class. Many students use Office 2010 or 2016 which is fine. There are, however, some significant differences between these versions. Students who are new to using computers sometimes find these differences confusing.

Blackboard Learn

Information for the course is available at Blackboard Learn. The Blackboard Learn course contains class notes, PowerPoint slides, class announcements, the course syllabus, test dates, and other information for the course.

Grading and Evaluation Criteria

- ✓ Assignments are worth 10-15 points each
- ✓ Discussion 5 points each
- ✓ The final hands on is worth 50 points each

Quizzes & Assignments are accessible **Tuesday and due the end of each week (Monday 11:59 PM)**

The following percentages will be used to assign final grades:

100- 93 = A   92 - 90 = A-   89 - 87 = B+   86 - 83 = B

82 - 80 = B-   79 - 77 = C+   76 - 73 = C   72 - 70 = C-

69 - 67 = D+   66 - 63 = D   62 - 60 = D-   Below = F

Communication with Instructors: The best way to contact me is by email through your Blackboard Learn account. You can e-mail either me outside of Blackboard at the email addresses indicated at the top of this syllabus. You may also leave messages with the B&T computer lab aide. My preference is email. You can also Skype with me through your UNM Lobo email.

Attendance: This is an online class and your attendance will be measured by the number of times you log into Blackboard Learn.

Withdrawal from Class: If you want to drop the class, please refer to the Class Schedule for deadlines for dropping a class.

Blackboard Learn Use: You are responsible for setting up your UNM email account in order to access their Blackboard Learn account. The calendar, dues dates, email, and announcements will be conducted through Blackboard Learn. If you do not currently have a UNM email account, visit the Student Resource Center and the tutors will assist you. The instructor's job is not to teach BlackBoard so if you need to learn BlackBoard you should visit the Learning Center or view the Blackboard tutorials.

Due Dates: All assignment, test and quiz due dates are posted in the calendar in Blackboard. Due dates may change, so students must stay aware of due dates in the calendar. Changes will be announced.

Late Policy: All assignments, quizzes and discussions are due on the due date listed. Late assignments will be accepted at 15% grade reduction.

Incomplete Grade Policy: If you have completed 85% of the semester and are experiencing obstacles to completing the semester, contact your instructors about receiving an incomplete or dropping the class. If we agree on an incomplete, you must submit the remaining homework by the end of the next semester. **PLEASE NOTE – it is your responsibility to complete the class requirements. If not completed, your INC automatically turns into an F.**

Academic Dishonesty and Plagiarism Policy: Academic dishonesty includes cheating, fabricating or falsifying information or sources, improper collaboration, submitting the same paper for different classes without permission, and plagiarism. Plagiarism occurs when writers deliberately or unintentionally use another person's language, ideas, or materials and present them as their own without properly acknowledging and citing the source. In this class, plagiarism refers to you using all or part of another student's classwork, homework, or final project as your own.

Netiquette (in e-mails):

- Please include an informative subject line. This is very helpful when viewing many emails. A subject of "Question" isn't helpful, but a subject of "Have question about today's homework" is much better.

- Do not use text-style typing. If u want 2 b treated like a pro, write line 1.

- Do not send all cap messages .ALL CAPITAL LETTERS APPEARS TO BE SCREAMING AT THE PERSON YOU ARE WRITING TO! This can be taken as an offensive message, when it in fact is not meant to be negative.

Computer Policies: Good computer skills and practices are very important. Please be sure to save a copy of your files on another device/location (e.g. back up your data on a USB drive or "jump drive") beyond your personal computer. When using the computers on campus, you must adhere to all policies set forth by the University of New Mexico at Valencia Campus.

Computer crashes are not excuse to not complete assignments. As an online student you must have a backup plan in the event your computer crashes or the Internet goes down. Planning ahead will keep you from failing.

Students with Disabilities: UNM Valencia's Equal Access Services provide academic support to students with disabilities. If you need alternative formats for completing coursework, you should contact this service immediately to ensure your success; the staff can help meet your needs in a timely manner. Once you have been tested and have had an appointment with Equal Access, you are responsible for getting all documented forms to your instructors as soon as possible. Please call (505) 925-8560 for more information, or visit: http://www.unm.edu/~vcadvise/equalaccess.htm

Instructors cannot accommodate any special needs without the proper authorization from UNM Valencia Campus Accessibility Services telling them how to proceed and what to do to help you best. Once we receive your paperwork, we will help you in all ways specified. Pursuant to the American with Disabilities Act (ADA), instructors accommodate documented special needs, and we encourage students to discuss their concerns with their instructors.

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.

Summer 2017

Date	Module	Topic	Due Date

June 5	1	**Getting Started in BlackBoard**
		Computer Basics Video
		Introduction to GCFLeranFree.org website
		   What is a Computer
		Hardware Basics
		   Basic Parts of a Computer
		   Inside a Computer
		   Laptop Computer
		   Mobile Devices
		Software Basics
		   Understanding Operating Systems
		   Understanding Applications
			June 11

June 12	2	Managing Your Files Video
		 From the **GCFLearnFree.org site**
		Using the Internet
		   Connecting to the Internet
		   Getting Started with the Internet
		   Understanding the Cloud
		Word Basics
		   Getting Started with Word
		   Understanding OneDrive
		   Creating and Opening Documents
		   Saving and Sharing Documents
		Working with Text
		   Text Basics
		   Formatting Text
		   Using Find and Replace
		   Indents and Tabs
		   Line and Paragraph Spacing
			June 18

June 19	3	**Layout and Printing**
		   Page Layout
		   Printing documents
		   Breaks
		   Columns
		   Headers and Footers
		   Page Numbers
		Working With Objects
		   Pictures and Text Wrapping
		   Formatting Pictures
		   Shapes
		   Text Boxes
		   Aligning, Ordering, and Grouping Objects
			June 25

		Collaborating and Reviewing 　　Checking Spelling and Grammar **Excel 2016 Basics** 　　Getting Started with Excel 　　Creating and Opening Workbooks 　　Saving and Sharing Workbooks	
June 26	4	**Working with Cells and Sheets** 　　Cell Basics 　　Modifying Columns, Rows, and Cells 　　Formatting Cells 　　Understanding Number Formats 　　Working with Multiple Worksheets 　　Page Layout and Printing 　　Formulas and Functions 　　Intro to Formulas 　　Creating More Complex Formulas 　　Relative and Absolute Cell References 　　Functions 　　Basic Tips with Data 　　Freezing Panes and View Options 　　Sorting	July 2
July 3	5	PowerPoint Basics Getting Started with PowerPoint Creating and Opening Presentations Saving Presentations Working with Slides Slide Basics Text Basics Applying Themes Managing Slides Using Find and Replace Printing Presenting Your Slide Show	July 9

July 10	6	PowerPoint continued Text and Objects Lists Indents and Line Spacing Inserting Pictures Formatting Pictures Shapes Aligning, Ordering, and Grouping Objects Animating Text and Objects	July 16
July 17	7	**Access Basics** Intro to Database Intro to Objects Getting Started in Access Managing a Database and Objects **Working with Data** Working with Tables Working with Forms Sorting and Filtering Records	July 23
July 24	8	**Access Basics continued** Queries and Reports Designing a Simple Query Designing a Multi-Table Query More Query Designing Options Creating Reports Advanced Report Options **Final Test**	July 28