Syllabus - Fall 2018

CS 150L

Computing for Business Students

University of New Mexico – Valencia Campus

INSTRUCTOR: Dr. Steven Castillo – Email: stevenpc@unm.edu
CLASS MEETINGS: Wednesdays 12:00 – 1:15 p.m. in VABS 124
OFFICE HOURS: Wednesdays 1:15 – 1:45 p.m. (immediately after class) in VABS 124
SYLLABUS: Subject to change.

Course Description

Examination of information systems and their impact on commerce, education, and personal activities. Utilization of productivity tools for communications, data analysis, information management and decision-making. Derivation of formulas, charts, and macros for what-ifs. Navigation through Microsoft worksheets, tabs, menus, and tools. Proficiency with database, financial, statistical, logical, and time functions. Creativity with word processing and slide shows for effective business communications and presentations. Safely surfing the internet, both legally and ethically, for information that is unbiased, accurate, and relevant.

Learning Objectives

Students should be able to:

- Describe the social impact of information literacy and systems in relation to commerce, education, and personal activities.
- Explain how to use information resources legally, safely, and responsibly in relation to ethical, security, and privacy issues.
- Evaluate bias, accuracy and relevance of information and its sources.
- Use productivity tools and critical thinking skills to improve communications, data analysis, information management, and decision-making.
- Describe and use current information systems and technologies.
- Identify and use computer hardware, software, peripherals, and browsers.
- Navigate through Microsoft files, tabs, menus, tools, and dialog boxes.
- Use mixed formulas, charts, macros, and power pivot tables in business settings.
- Solve problems with financial, database, time, logical, and statistical functions.
- Use Microsoft Word and PowerPoint for good communications and presentations.

Required Textbook

Computer Applications for Business Management, Third Edition is available at the UNM Bookstore. The textbook must be brought to every class session and lab session for discussion and grading purposes. All written assignments will be completed 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), 15 Review Questions (15 points), 2 Activity Portfolios (22 points), one Resume (3 points), one PowerPoint slideshow (5 points), for a total possible 245 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 Procedure

This is a 'hybrid course' so students attend class once per week and utilize the UNM Learn on line system for additional material and coursework. Students will present their textbook at the beginning of each class for grading & portfolio activities online using UNM's Learn On-line System. A resume and a power point slideshow will also be submitted online.

* 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.

Computer Access

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. If you believe Learn had a technical issue 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 Tech Support email me.

Class Expectations & Student Behavior

Students are expected to arrive to each class on time and stay until the end so as to not distract others from learning. Once students arrive to class they should turn on the computer. The instructor 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 each lab session. Students must have their name printed on the top line of each page of Review Questions for grading. Review Questions presented late or with no name will receive zero credit.

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 for disruptive students. Students who disrupt others or share or copy others' work may lose one letter grade per offense or receive an F in the course.

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.

Disabilities

If you have a documented disability, the Equal Access Services office will provide me with a letter outlining your accommodations. I will then discuss the accommodations with you to determine the best learning environment. If you feel that you need accommodations, but have not documented your disability, please contact Jeanne Lujan, the coordinator for Equal Access Services at 925-8910 or jmlujan@unm.edu.

Academic Dishonesty

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet the standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

Course Schedule

Week	Attend 12:00 pm class on Wednesdays	Read these pages BEFORE class	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:
1	Aug 22	1-10	10	PAGE 2	Rename worksheet tabs, e.g. XX-5A & XX-7A (XX is your initials). Save on thumb drive and name file: XX-Portfolio-1
2	29	11-33	19,33	25A	
3	Sept 5	34-52	52	48B	
4	12	53-69	69	58A	
5	19	70-78		78	
6	26	79-87	87	81A	
7	Oct 3	88-111	111	99A	
8	10	Exam over Pages 1-111		108A	Portfolio-1 is due by 11:59 p.m. on Friday, October 12, 2018 through UNM Learn
9	17	112-130	130	119	
10	24	131-161	161	136A	
11	31	162-197	197	159A	
12	Nov 7	198-214	214		
13	14	215-225	225	219A	
14	21	226-241 242-257	241 257	Resume Power Point	
15	28	No Class; Watch Video On Learn	No Class; Watch Video On Learn	No Class; Watch Video On Learn	No class this week so students can watch a review video and practice for the final exam.
16	Dec 5	Final Exam over pages 112-257			Portfolio-2 is due by 11:59 p.m. on Friday, December 7, 2018 through UNM Learn
17	12	Finals Week	Finals Week		

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