Computing for Business Students

CRN: 26814 CS150L Section 502

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

- ✓ Quizzes are worth 20 points each
- ✓ Assignments are worth 10-15 points each
- ✓ Discussion 5 points each
- ✓ The final hands on and midterm are worth 25-30 points each

Quizzes & Assignments are accessible **Monday and due the end of each week (Sunday 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.

Week & Module	Topic	Due Dates see Blackboard for details
Week 1 Module 1	Complete BlackBoard Orientation Read Syllabus Complete Introduction Discussion Get familiar with **gcflearnfree.org site** **Submit BlackBoard Certification to instructor**	8/26

Week 2 Module 2	**Introduction to GCFLearnFree.org website**
	    What is a Computer
	Hardware Basics
	    Basic Parts of a Computer
	    Buttons and Ports on a Computer
	    Inside a Computer Laptop computer
	    Mobile devices
	Software Basics
	    Understanding Operating Systems
	    Understanding Applications
	Complete Challenge assignment
		9/2

Week 3 Module 3	**Managing your Files video**
	    From the GCFLearnFree.org **Using the Internet**
	    Connecting to the Internet
	    Getting Started with the Internet
	    Understanding the Cloud
	Complete Challenge assignment
		9/9

Week 4 Module 4	**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
	Complete Challenge assignment
		9/16

Week 5 Module 5	**Layout and Printing Page Layout** 　　Breaks Columns 　　Headers and Footers Page 　　Numbers 　　**Complete Challenge assignment**	 9/23
Week 6 Module 6	**Working With Objects** 　　Pictures and Text Wrapping 　　Formatting Pictures Shapes Text 　　Boxes Aligning, Ordering, and 　　Grouping Objects 　　Collaboration and Reviewing 　　Checking Spelling and Grammar 　　**Complete Challenge assignment**	 9/30
Week 7 Module 7	**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 & 　　Replace Printing Presenting Your 　　Slide Show 　　**Complete Challenge assignment**	 10/7
Week 8 Module 8	*Midterm Test*	10/14
Week 9 Module 9	**Text and Objects** 　　Lists Indents and Line Spacing 　　Inserting Pictures Formatting 　　Pictures Shapes Aligning, 　　Ordering, and Grouping Objects 　　Animating Text and Objects 　　**Complete Challenge assignment**	 10/21
Week 10 Module 10	**Excel 2016 Basics** 　　**Getting Started with Excel** 　　Understanding One drive Creating 　　and Opening Workbooks Saving and 　　Sharing Workbooks 　　**Working with Cells and Sheets** 　　Cell Basics Modifying Columns, 　　Rows, and Cells Formatting Cells 　　Understanding Number Formats 　　Working with Multiple Worksheets 　　Using Find and Replace Checking 　　Spelling Page Layout and Printing 　　**Complete Challenge assignment**	 10/28

Week 11 Module 11	**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 Data Filtering Data Groups
	and Subtotals
	Complete Challenge assignment
		11/4

Week 12 Module 12	Tables Charts Conditional Formatting Complete **Challenge assignment**	11/11

Week 13 Module 13	**Access Basics**
	  Intro to Databases Into to Objects
	  Getting Started in Access Managing
	  Databases and Objects Working
	  with Data Working with Tables
	  Working with Forms Sorting and
	  Filtering Records
	Complete Challenge assignment
		11/18

Week 14 Module 14	**Access Basics continued** Queries and Reports Designing a Simple Query Designing a Multi-Table Query More Query Design Options Creating Reports Advanced Report Options **Complete Challenge assignment**	11/25
Week 15 Module 15	Catch up week	12/2
Week 16 Module 16	Module 16: **Final**	12/9