Syllabus - Spring 2018

CS 150L: Computing for Business Students

Spring 2018 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 VABS 127.
OFFICE HOURS: Wednesday 1:15-1:30 pm in VABS 127 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 class 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 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:
Jan 17	Read Pgs 1-10 before class	Do Review Exercises 3A, 3B, and page 10 due in class	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
24	11-33	19,33	16A, 20A, 30A	
31	34-52	52	36A, 44A	
Feb 7	53-69	69	58A, 67A	
14	70-87	87	70A, 85A	
21	88-111	111	91A, 105A	
28		Midterm Exam Pages 1-111		Midterm Portfolio-1 due by Fri Mar 2 at 11:59 pm on Learn. One chance only.
Mar 7	112-130	130	122A, 126A, 128A	
14	No class	Nothing due		**SPRING BREAK**
21	131-147		136A, 141A	
28	148-173	161	159A, 164A, 169A, 172A	
Apr 4	174-197	197	177A, 183A, 186A, 189A	
11	198-225	214, 225	219A, 220A	
18	226-241	241	Work on Resume.	
25	242-257	257	Work on Power Point.	Final Portfolio-2 due by Fri May 4th at 11:59 pm on Learn. One chance only.
May 2		Final Exam Pages 112-257		Resume & PPT due by Fri May 11th @ 11:59 pm on Learn. No late work accepted.
May 9	Finals Week	Finals 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 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; & submit two Portfolios online using UNM's Learn On-line System. A resume and a power point slideshow will also be submitted online.

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. 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 them 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 insert a thumb drive, and 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 class. 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.

Disabilities

In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. It is imperative that you take the initiative to bring such needs to the instructor's attention, as I am not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow. Contact Accessibility Resource Center at 925-8560 for additional information.

If you need an accommodation based on how course requirement interact with the impact of a disability, you should contact me to arrange an appointment as soon as possible. At the appointment we can discuss the course format and requirements, anticipate the need for adjustments and explore potential accommodations. I rely on the Disability Services Office for assistance in developing strategies and verifying accommodation needs. If you have not previously contacted them I encourage you to do so.

Miscellaneous

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

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.

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.

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 pg 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

UNM Email/Black Board Learn Access

Beginning fall 2015 semester, all UNM-Valencia students will be required to have 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. Make sure to update this information as your method of contact under personal information on Lobo Web.