Syllabus - Fall 2018
CS 150L-551
Computing for Business Students

UNM-VC INSTRUCTOR: Nancy McLendon
EMAIL: nmclendon@unm.edu
OFFICE HOURS: Tuesday/Thursday 3:00 - 4:30 pm
OFFICE: UNM Valencia Campus, Arts and Sciences Building, Room A113, Cubicle 6

Course Description

CS 150, Computing for Business Students, is a survey course designed to introduce you to concepts of computing through business computer applications, including Windows, Internet Explorer, and an Microsoft Office Suite (Word, Excel, PowerPoint, and Access). The course will cover both concepts and skills in operating systems, internet access, word processing, spreadsheets, databases, desktop publishing, and presentation graphics, as well as an introduction to hardware concepts and social implications of computing such as security and privacy.

This section of CS 150 (551) is a dual-credit course which is jointly supervised by a professor from UNM Valencia Campus and one or more instructors from local high schools.

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 and software);
    b. Societal implications of computer systems (laws, ethics, history, etc.);
    c. The Internet and the World Wide Web (their implications for society, including benefits and perils)
    d. General information on applications software.

2. To provide the student the skills to effectively use Windows and Microsoft Office products to include:
    a. Windows for basic operations and file management
    b. Internet Explorer (or another browser) to access the Internet for research and communications
    c. Word to create, modify, format and view/print documents
    d. Excel to create, and format spreadsheets and charts
    e. Access to perform simple basic database operations in order to understand basic concepts common to relational databases
    f. PowerPoint to create, format, and deliver presentations

Student Learning Outcomes

At the end of the course students will able to:

- ✓ Identify basic computer components.
- ✓ Describe some of the social impacts of information technology in fields such as commerce and education.
- ✓ Discuss some of the ethical, security and privacy issues related to using information resources.
- ✓ Use Windows for basic operations such as navigation and file management tasks such as opening, moving, and deleting files.
- ✓ Use a browser such as Internet Explorer to access the Internet for research and communications.
- ✓ Create and edit documents using MS Word
- ✓ Create and present a slide show using MS PowerPoint
- ✓ Create and edit a spreadsheet using MS Excel to solve a practical problem
- ✓ Use and manipulate a sinoke database using MS Access

Grading and Evaluation Criteria

- Quizzes are worth 20 points each
- Assignments are worth 10-15 points each
- The midterm and final exams are worth 25-30 points each

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

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

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.**

Computer Policies: As an enrolled UNM student, computers in on-campus labs are available to you. When using the computers on campus, you must adhere to all policies set forth by the University of New Mexico at Valencia Campus.
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.

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.

Disabilities
If you have a documented disability, please contact Jeanne Lujan, the coordinator for Equal Access Services at 925-8910 or jmlujan@unm.edu. The Equal Access Services office will then provide me with a letter outlining your accommodations, and I will then discuss the accommodations with you to determine the best learning environment.

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.