

# Computing for Business Students

CRN: 26813 CS150L Section 503

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**Required Textbook:** Discovering Computers and Microsoft® Office 2013: A Fundamental Combined Approach

By: Gary B. Shelly, Misty E. Vermaat

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## 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 XP/Vista/7, Internet Explorer and Microsoft Office Professional 2013 (Word 2013, Excel 2013, PowerPoint 2013, 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 (503) 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;
3. To introduce other open-source solutions for example operating systems (Linux), and office software (OpenOffice).
  4. This course will try to introduce the online office application that can be used like Google Docs/Apps, and Microsoft Office Live Apps.

### **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 2007 or Office 2010 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**

Supplementary 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 30%   Assignments 40%   Midterm Exam 10%   Final exam 20%

Quizzes & Assignments are accessible Monday (1:00 AM) 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 on my office phones; although, email is preferred.

**Attendance:** This is an online class and your attendance will be measured by the number of times you log in to 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. If you need to learn Blackboard there is a tutorial to help you.

**Due Dates:** All assignment 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.

**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 and in fact as part of this course, you have signed an agreement that states you will follow the policies.

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.

### Course Outline

Week	Reading	Assignments/Homework	Due Date
1	Chapter 1	<ul style="list-style-type: none"> <li>Complete the introducing yourself discussion</li> <li>Complete the Chapter 1 discussion</li> <li>Email instructor your backup plan</li> <li>Quiz 1</li> </ul>	<ul style="list-style-type: none"> <li>August 23</li> <li>Submit all through Blackboard</li> <li>Emailing is not an acceptable to send assignments</li> </ul>
2	Chapter 2	<ul style="list-style-type: none"> <li>Complete Chapter 2 discussion always respond to at least one of your peers</li> <li>Quiz 2</li> </ul>	<ul style="list-style-type: none"> <li>August 30</li> </ul>
2	Chapter 3	<ul style="list-style-type: none"> <li>Complete Chapter 3 discussion always respond to at least one of your peers</li> <li>Quiz 3</li> </ul>	<ul style="list-style-type: none"> <li>August 30</li> </ul>
3	Chapter 4	<ul style="list-style-type: none"> <li>Complete Chapter 4 assignment (listed in BlackBoard)</li> <li>CompleteQuiz 4</li> </ul>	<ul style="list-style-type: none"> <li>September 6</li> </ul>

<b>3</b>	Chapter 5	<ul style="list-style-type: none"> <li>• Complete the short answer questions 1-5</li> <li>• page 239</li> <li>• Quiz 5</li> </ul>	<ul style="list-style-type: none"> <li>• September 6</li> </ul>
<b>4</b>	Office 2013 and Windows 8	<ul style="list-style-type: none"> <li>• Office 2013 and Windows 8 assignment Be sure to practice file management, creating folders, etc.</li> <li>• Windows 8 quiz</li> </ul>	<ul style="list-style-type: none"> <li>• September 13</li> </ul>
<b>4</b>	Microsoft Word Chapter 1	<ul style="list-style-type: none"> <li>• Complete Lab 1: Creating a Flyer with a Picture Pg. WD58</li> <li>• Quiz 1</li> </ul>	<ul style="list-style-type: none"> <li>• September 13</li> </ul>
<b>5</b>	Office 365 Essentials	<ul style="list-style-type: none"> <li>• Office 365 Essentials Quiz</li> </ul>	<ul style="list-style-type: none"> <li>• September 20</li> </ul>
<b>5</b>	Microsoft Word Chapter 2	<ul style="list-style-type: none"> <li>• Complete Analyze, Correct, Improve assignment page WD127 (See blackboard) Quiz 2</li> </ul>	<ul style="list-style-type: none"> <li>• September 20</li> </ul>
<b>6</b>	Microsoft Word Chapter 3	<ul style="list-style-type: none"> <li>• Complete Lab 2: Creating a Letter with Letterhead and Table Page WD195-196</li> <li>• Quiz 3</li> </ul>	<ul style="list-style-type: none"> <li>• September 27</li> </ul>
<b>7</b>	PowerPoint Chapter 1	<ul style="list-style-type: none"> <li>• Complete Pg. PPT70 #2. Design and Create a Fire Department Safety Expo Presentation part 1 and 2</li> </ul>	<ul style="list-style-type: none"> <li>• October 4</li> </ul>
<b>8</b>	Review	<ul style="list-style-type: none"> <li>• Midterm Exam</li> </ul>	<ul style="list-style-type: none"> <li>• October 11</li> </ul>
<b>9</b>	Chapter 2	<ul style="list-style-type: none"> <li>• Complete Lab 1: Creating a Presentation Inserting Photos, Applying Picture Styles, and Inserting Shapes. Pg. PPT135-138</li> </ul>	<ul style="list-style-type: none"> <li>• October 18</li> </ul>
<b>10</b>	Chapter 3	<ul style="list-style-type: none"> <li>• Complete Lab 1: Changing the Stacking Order, Adding Audio Options to an Audio File, and Animating a</li> </ul>	<ul style="list-style-type: none"> <li>• October 25</li> </ul>

		Photo, Illustration, and Title Using Entrance Effects <ul style="list-style-type: none"> <li>Pg. PPT201-203</li> <li>Quizzes 1, 2, and 3</li> </ul>	
<b>11</b>	Microsoft Excel Chapter 1	Complete Extend Your Knowledge Pg. EX57 Analyze, Correct, Improve Pg. EX58 Lab 1: Fourth Quarter Revenue Analysis Worksheet Pg. EX59-60 <ul style="list-style-type: none"> <li>Quiz 1</li> </ul>	November 1
<b>12</b>	Chapter 2	<ul style="list-style-type: none"> <li>Complete Apply Your Knowledge Pg. EX119-120</li> <li>Extend Your Knowledge Pg. EX121</li> <li>Lab 1: Loan Balance Worksheet Pg. EX123</li> </ul> Quiz 2	November 8
<b>13</b>	Chapter 3	<ul style="list-style-type: none"> <li>Complete Extend Your Knowledge Pg. EX195-196</li> <li>Lab 2: Updating a Weekly Payroll Worksheet Pg. EX202-203</li> </ul> Quiz 3	November 15
<b>14</b>	Microsoft Access Chapter 1	<ul style="list-style-type: none"> <li>For this chapter I want students to work your way through the chapter completing all steps toward creating the database throughout the chapter and submit the final database with reports and queries to me through blackboard.</li> </ul>	November 22
<b>15</b>	Microsoft Access Chapters 2	<ul style="list-style-type: none"> <li>Complete the Apply Your Knowledge pg. AC125-126</li> <li>Extend Your knowledge pg. AC127</li> </ul>	November 29

<b>16</b>		Final assessment	December 7 or 8
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