

Syllabus - Summer 2017 (*subject to change*)

CS 150L: Computing for Business Students

Instructor: Dr. Stephen Castillo - Email: stevenpc@unm.edu

Class Time: Wednesdays 12:00 noon – 2:30 pm in VABS 124.

Office Hours: Wednesdays 2:30-3:00 pm in VABS 124.

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 Bookstore. The textbook must be brought to every Lecture and Lab session for discussion and grading purposes. All written review questions will be answered 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 (14 points), two Portfolios (22 points), one Resume (2 points), and one PowerPoint slideshow (2 points) for a total 240 points possible.

Students may calculate their grade at any time by (1) summing their points earned to date; (2) dividing their points by the total points possible to date; 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 Class 12:00-2:30 p.m.	Read these pages BEFORE Class:	All Review Questions on These pages are due at the beginning of Class:	Activities to include in your Portfolios: *	Notes:
Jun 7	1-33	10, 19, 33	16B, 22C, 25A	Rename the tab XX-16B (with XX being your initials). Save on thumb drive and name file: XX-Midterm Portfolio
Jun 14	34-69	52, 69	39C, 49C, 58C, 67C	
Jun 21	70-87	87	78, 82C, 86C	
Jun 28	88-130	111, 130	106C, 108C, 113C, 118C, 126C	Midterm Portfolio due by Fri June 30 11:59 pm on Learn.
Jul 5	Midterm exam over pages 1-130 in Class and then we cover pages 131-147		138C, 142C	
Jul 12	148-197	161, 197	156C, 177C, 160D, 181C, 196C	
Jul 19	198-257	214, 225, 241, 257	Work on Resume and PPT	Final Portfolio due by Friday July 21, 11:59 pm on Learn.
Jul 26	Final exam will be in Class			Resume and PPT due by Tuesday Jul 26 at 11:59 p.m. on Learn

* Students are encouraged to complete all activities in the textbook for practice and skill building. All textbook activities, review questions, and topics discussed in lecture may be included on the Midterm and Final Exams.

Course Procedures

This is a 'hybrid course' so students attend class Wednesdays and watch online lectures on their own. Students will present their textbook at the beginning of each class session for grading; submit two activity Portfolios online using UNM's Learn On-line System; submit a resume and a power point slideshow online; and take two noncumulative exams.

Deadlines for All Submissions

Students' late work will not be graded. Students are responsible for using UNM's hardware and internet service or something just as reliable as no late work or second attempts will be accepted. To check if Learn had a technical issue causing an assignment submission problem, phone their 24/7 Tech Support phone number at 505-277-0857. If Tech Support determines they had a technical issue, then have them email me with the details.

Class Expectations

Students are expected to arrive to each class on time, insert a thumb drive, and turn on the computer. Students must have their books opened to the Review Questions for grading with their name printed on the top line of each page. Review Questions presented to instructor late or with no name will receive zero credit.

Student Behavior

Students are expected to stay until the end of class so as to not distract others from learning. Students must raise a hand and wait to be called upon to speak. No sunglasses, earphones, cell phones, texting, tapping, clicking, chatting, profanities, improper posturing, food, or drink are allowed in class or lab. Seating may be reassigned by the Instructor for disruptive students. Students who disrupt others or share or copy work or disregard any rule of this course may lose one letter grade per offense or may receive an F in the course.

Disabilities

During the first week of class students with disabilities should provide UNM Equal Access Services with documentation so UNM can provide possible assistance. Their office phone is (505) 925-8560.

Miscellaneous

Students should print their name clearly 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 resume, slideshow, or portfolio submissions.

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 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>

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.