

# Computing for Business Students

CRN: 37341-CS 150L 502

<b>Instructor:</b> Cindy L. Chavez	Proffered method of contact is email
<b>Online Office Hours:</b> As needed and requested	<b>Office:</b> virtual office
<b>Email:</b> c2chavez@unm.edu	Skype: through Lobomail

## 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 be 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**

- ✓ 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 **Tuesday and due the end of each week (Monday 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>.

<b>Week</b>	<b>Topic</b>	<b>Due Date</b>	<b>Items Due</b>
Week 1	Getting Started in BlackBoard Read Syllabus Introduction to the GCFLearnFree.org website View video Computer Basics Complete Introduction discussion	1/22	Review all videos listed Discussion
Week 2	<b>What is a Computer</b> <b>Hardware Basics</b> Basic Parts of a Computer Buttons and Ports on a Computer Inside a Computer Laptop computer Mobile devices <b>Software Basics</b> Understanding Operating Systems Understanding Applications	1/29	View all videos and lesson  <b>Week 2 Discussion</b>
Week 3	<ul style="list-style-type: none"> <li>• Managing your Files video</li> <li>• <b>Using the Internet</b></li> <li>• Connecting to the Internet</li> <li>• Getting Started with the Internet</li> <li>• Understanding the Cloud</li> </ul>	2/5	Review all videos and lessons  Week 3 Discussion Week 3 Assignment
Week 4	<b>Word Basics</b> Getting Started with Word Understanding OneDrive Creating and Opening documents Saving and Sharing Documents Working with Text <b>Text Basics</b> Formatting Text Using Find and Replace Indents and Tabs Line and Paragraph Spacing	2/12	Videos Lessons  Week 4 Assignment
Week 5	<b>Continue Word</b> Layout and Printing Page Layout Printing documents Breaks Columns Headers and Footers Page Numbers	2/19	Videos Lessons  Week 5 Assignment
Week 6	<b>Continue Word</b> <b>Working With Objects</b>	2/26	Week 6 Assignment

	<p>Pictures and Text Wrapping          Formatting Pictures          Shapes Text Boxes          Aligning, Ordering, and Grouping Objects  <b>Collaboration and Reviewing</b>          Checking Spelling and Grammar</p>		
Week 7	<ul style="list-style-type: none"> <li>• PowerPoint Basics</li> <li>• Getting Started with PowerPoint</li> <li>• Creating and Opening Presentations</li> <li>• Saving Presentations Working with Slides</li> <li>• Slide Basics</li> <li>• Text Basics</li> <li>• Applying Themes</li> </ul>	3/5	Week 7 Assignment
Week 8	<ul style="list-style-type: none"> <li>• Applying Transitions</li> <li>• Managing slides</li> <li>• Using Find &amp; Replace</li> <li>• Printing</li> <li>• Presenting Your Slide Show</li> <li>• Lists</li> <li>• Indenting and Line Spacing</li> </ul> <p style="text-align: center;"><i>Midterm</i></p>	3/12	Week 8 Assignment Midterm
Week 9	<i>Spring Break 3/12 -3/19</i>	3/19	
Week 10	<ul style="list-style-type: none"> <li>• Inserting Pictures</li> <li>• Formatting Pictures</li> <li>• Shapes</li> <li>• Aligning, Ordering, and Grouping Objects</li> <li>• Animating Text and Objects</li> </ul>	3/26	Week 10 Assignment
Week 11	<p><b>Excel 2016 Basics</b></p> <ul style="list-style-type: none"> <li>• Getting Started with Excel</li> <li>• Understanding One Drive (Skip this as we have done this in other sections)</li> <li>• Creating and Opening Workbooks</li> <li>• Saving and Sharing Workbooks</li> <li>• Working with Cells and Sheets</li> <li>• Cell Basics</li> <li>• Modifying columns, Rows and Cells</li> <li>• Formatting Cells</li> <li>• Understanding Number formats</li> <li>• Working with Multiple Worksheets</li> <li>• Using Find and Replace</li> <li>• Checking Spelling</li> <li>• Page Layout and Printing</li> </ul>	4/2	Week 11 Assignment

Week 12	<b>Formulas and Functions</b> <ul style="list-style-type: none"> <li>• Intro to Formulas</li> <li>• Creating More Complex Formulas</li> <li>• Relative and Absolute Cell References</li> <li>• Functions</li> <li>• Basic Tips with Data</li> <li>• Freezing Panes and View Options</li> <li>• Sorting Data</li> <li>• Filtering Data</li> <li>• Groups and Subtotals</li> </ul>	4/9	Week 13 Assignment
Week 13	<b>This week students will continue Excel</b> <ul style="list-style-type: none"> <li>• Tables</li> <li>• Charts</li> <li>• Conditional Formatting</li> </ul>	4/16	Week 13 Assignment
Week 14	<ul style="list-style-type: none"> <li>• Introduction to Databases</li> <li>• Introduction to Objects</li> <li>• Getting Started in Access</li> <li>• Managing Databases and Objects</li> <li>• Working with Tables</li> <li>• Working with Forms</li> <li>• Sorting and Filtering Records</li> <li>• Designing A Simply Query</li> </ul>	4/23	Week 14 Assignment
Week 15	Finish up	4/30	Makeup any assignments
Week 16	Final Test	5/7	Final