

Summer 2018 Syllabus – CS 150L –Section 502 – CRN 26438

(subject to change)

CS 150L: Computing for Business Students

Instructor: Dr. Stephen Castillo - Email: stephenpc@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 Description

Examination of information systems and their impact on commerce, education, and personal activities. Utilization of productivity tools for communications, data analysis, information management and decision-making. Derivation of formulas, charts, and macros for what-ifs. Navigation through Microsoft worksheets, tabs, menus, and tools. Proficiency with database, financial, statistical, logical, and time functions. Creativity with word processing and slide shows for effective business communications and presentations. Safely surfing the internet, both legally and ethically, for information that is unbiased, accurate, and relevant.

Learning Objectives

Students should be able to:

- Describe the social impact of information literacy and systems in relation to commerce, education, and personal activities.
- Explain how to use information resources legally, safely, and responsibly in relation to ethical, security, and privacy issues.
- Evaluate bias, accuracy and relevance of information and its sources.
- Use productivity tools and critical thinking skills to improve communications, data analysis, information management, and decision-making.
- Describe and use current information systems and technologies.
- Identify and use computer hardware, software, peripherals, and browsers.
- Navigate through Microsoft files, tabs, menus, tools, and dialog boxes.
- Use mixed formulas, charts, macros, and power pivot tables in business settings.
- Solve problems with financial, database, time, logical, and statistical functions.
- Use Microsoft Word and PowerPoint for good communications and presentations.

Required Textbooks

1. 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.
2. Exploring 2016 with Technology in Action, 15th Edition
 Digital Only: MyITLab Access Card (with eTexts)
 ISBN-13: 9780134866925

Grade Components

Each student's final course grade is based on 14 Review Questions at 2 points each: total 28 points PLUS 20 textbook activities at 2 points each: total 40 points PLUS 11 IT labs at 2 points each: total 22 points PLUS 2 points for Resume PLUS 2 points for PowerPoint PLUS 6 sound bytes/videos at 1 point each: total 6 points. GRAND TOTAL IS 100 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-

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 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.

COURSE SCHEDULE

JUNE 6: Read textbook pages 1-33 before class; Answer Review Questions on pages 10 & 19 and bring them to class for grading; Do textbook activities 16, 22, 25 in class; Do my IT lab Chapter 1 Exercise 1 and Chapter 2 Exercise 1

JUNE 13: Read textbook pages 34-69 before class; Answer Review Questions on pages 33 & 52 and bring them to class for grading; Do textbook activities 39A, 49A, 59A, 67A in class; Do my IT lab Chapter 2 Exercise 3 and watch Sound Byte.

JUNE 20: Read textbook pages 70-87 before class; Answer Review Questions on pages 69 & 87 and bring them to class for grading; Do textbook activities 78A, 82A, 86A in class; Do my IT lab Chapter 7 Exercise 3

JUNE 27: Read textbook pages 88-130 before class; Answer Review Questions on pages 111 & 130 and bring them to class for grading; Do textbook activities 106A, 108A, 113A, 118A, 126C in class; Do my IT lab Chapter 3 Exercises 1 and 2 and watch videos 3.1 and 3.2

JULY 4: – NO CLASS

JULY 11: Read textbook pages 131-147 before class; Answer Review Questions on pages 161 & 197 and bring them to class for grading; Do textbook activities 156A, 177A, 160A, 181A, 196A in class; Do my IT lab Chapter 5 Exercises 2 and 3 and watch Sound Byte.

JULY 18: Read textbook pages 148-197 before class; Answer Review Questions on pages 214 & 225 and bring them to class for grading; Do textbook RESUME in class; Do my IT lab Chapter 5 Exercise 4

JULY 25: Read textbook pages 198-257 before class; Answer Review Questions on pages 161 & 197 and bring them to class for grading; Do textbook POWERPOINT in class; Do my IT lab Chapter 9 Exercises 1 and 2 and watch videos 9.1 and 9.2 and complete Chapter 9 IT Sim Activity

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.

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.