

Computing for Business Students

CS 150L - Fall 2008

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Course Web site: <http://cs.unm.edu/~joel/cs150/cs150.html>

Course Objectives

Information Objectives: Students will be able to describe computer hardware components and concepts important to business including:

1. Current database products and solutions.
2. Data storage solutions such as RAID arrays.
3. Computer security policies for small businesses and large corporations.
4. Computer networking issues for small businesses and large corporations.

Usage Objectives: Students will be competent with the usage of basic business software:

5. Access the Internet for research and communications.
6. Create, modify, format and print documents using features of a popular word processing application.
7. Create, modify and format presentations using features of a popular graphical presentation application.
8. Create, and format spreadsheets and charts using features of a popular spreadsheet application.
9. Create documents that integrate features of word processing, spreadsheet and graphical presentation applications.
10. Use software application offline and online “help” to successfully use software features, to which the student has never previously been exposed.

Application Objectives: Students will be able to apply a spreadsheet application to problem solving in a business context with both *competence* and *confidence*.

11. Given a word-problem involving terms such as interest rates, debits, credits, balances, fixed costs, marginal costs, or weighted averages, the student will be able to:
 - Extract the information from the paragraph.
 - Organize the information in a spreadsheet with assumptions clearly separated from calculations.
 - Solve the problem within the spreadsheet such that changing any of the assumptions automatically changes the results.
 - Design a layout that fits the problem and is easy to read.
12. Given an equation that might appear in a 100 through 300 level management or accounting course, and given values for all of the terms in the equation, the student will be able to translate the equation into a format recognized by a spreadsheet application and use the spreadsheet to evaluate the equation. To meet this objective, students do not need to understand the terms used in these equations, algebraically manipulate the equations, nor solve word-problems with these equations. This is a mastery of translation only.

Course Description

The format of this course consists of two 75 minute lectures per week in a large lecture hall plus a 50 minute computer lab class with at most 40 students.

The laboratory section of the course will cover the use of the World-Wide-Web, Microsoft Windows XP, Microsoft Word, Excel, and PowerPoint. These topics will also be covered in lecture and in addition to these hands-on practical skills, lecture time throughout the course will be devoted to coverage of general computer science discussion topics of importance in the modern business world. Discussion topics will include Computer Security, Computer Networks, Electronic Copyright Issues, Technology Trends, Information Taxonomies, Current Computer Capabilities, Robotics and Industrial Automation.

The first three weeks will move at a very rapid pace: covering two chapters a week on subjects such as the World Wide Web, Microsoft XP, and Microsoft Word. Especially during these first few weeks, students who are relatively new to computers are encouraged to try to attend extra lab sections. Being able to ask many quick questions of a live, knowledgeable instructor can often save the beginner hours of frustration.

With the arrival of week 4, coverage of Excel will begin and the pace will slow down. The greater part of the course will be spent on Excel. There will be a very heavy emphasis on equation authoring. Developing mastery of Excel requires mastery of equations. Equation and formula examples will include simple and compound interest, loan amortizations, calculation of future value on annuities with both constant and variable contribution rates, retirement scenarios, formula auditing, and financial forecasting. Particular emphasis is placed on empowering students with the Excel skills needed for MGMT 202 and more advanced Anderson courses.

PowerPoint will be covered during the last two weeks of the course.

Required Textbooks and Supplies

1. There is no textbook that will be used for this course. Instead we will use Microsoft Internet sources such as <http://office.microsoft.com/en-us/word/HA011189521033.aspx>, Build-in help systems and instructor written downloads from WebCT.
2. USB Flash Drive (128MB is sufficient)
3. I-Clicker (get at UNM bookstore - needed for lectures only, not labs)

Recommended Supplies

Your learning experience will be greatly enhanced if you bring a laptop (with Microsoft Office 2003) to lectures.

Software Products and Versions

All computers in UNM's main campus computer labs use Microsoft Office 2003. This, therefore, is the official version of the class. Many students use Office 2007 which is fine. There are, however, some significant differences between these versions. Students who are new to using computers sometimes find these differences confusing. UNM labs and the course materials support both Microsoft Windows XP and Macintosh OS. They do not support Microsoft Vista, yet many students use Vista anyway. Work done using OpenOffice, Google Docs, WordPerfect or other software products is not acceptable.

Attendance

Attendance of lectures (twice per week) and lab (once per week) is a required component of the course.

Web Enhanced

Many of the students who take this course are commuters who hold full-time jobs. Class and lab attendance is required, but many find it very difficult to spend extra time on campus. CS-150L is a WebCT Web-Enhanced course: All assignments are posted electronically in WebCT and are accessible through the Internet. Assignments are turned-in electronically using WebCT either from campus or remotely. A WebCT blog (portmanteau of “web log”) is created for each assignment wherein students can ask questions remotely. The blogs are monitored by the course instructor, a team five or more lab instructors, and by fellow students.

The topic blogs also create an excellent forum for interactive classroom discussions in a class with 250+ students. In a blog, a student can skip to the topics in which he or she has the greatest interest. Thus, everyone can have a voice without everyone being overloaded. The discussion blogs also make participation more accessible to students who might be too shy to speak out in class and students who might not be highly fluent in English.

Lab Assignments

Lab assignments are posted on WebCT each Monday morning. Generally, the finished assignment must be submitted back into WebCT by midnight of the following Sunday.

Lab attendance is MANDATORY. Role is taken both at the beginning and end of class. If you are absent, leave early or arrive more than ten minutes late, then you will be marked as absent. If you need to miss a lab because you are sick, have required sports travel, or some other necessity, then you **MUST MAKE PRIOR ARRANGEMENTS** with your lab instructor. E-mail your lab instructor, explaining the reason for your absence. Then, e-mail the instructor of a lab scheduled at another time during the same week. Request that you be temporally admitted to that lab for credit. The laboratory instructor has the right refuse your attendance (for example, all the working computers in the lab could already be assigned).

During the first week of classes, students who do not attend lab class may still submit the completed lab assignment. After the first week of classes, each student is allowed two other times during the semester when a lab may be submitted without having attended the associated lab class. Once a student has missed two lab classes beyond the first week, any other missed lab class **WILL RESULT IN ZERO CREDIT** for the associated laboratory assignment. This same limit applies to students who register late, students who have medical absences, and students called on military duty.

You may get started working on the assignment when it becomes available in WebCT or wait until your lab class. If you have finished all or part of your lab assignment, then during lab class you can ask the instructor to check your assignment. Even if your lab is finished and perfect, you still are required to attend the full lab class. In this case, you can use the time to do some of the practice exercises in your textbook that were not part of the lab assignment. The practice exercises will be used as a source to inspire exam questions.

When you submit an assignment in WebCT, it is **YOUR RESPONSIBILITY** to exit WebCT, log back in, check that all required files are attached, check that the files uploaded correctly, and check that the contents of the submission are what you expect them to be. Do this by opening and examining your files from WebCT. Be sure to examine them carefully to make sure you submitted the correct version. Up until the assignment due date, you can take back your submission, and resubmit.

Each lab assignment is graded numerically on a scale of 100 points. A penalty of FIVE POINTS PER DAY will be levied on lab assignments turned in LATE. Labs more than three weeks late will simply not be accepted - even for medical excuses.

If you feel you need extra help or would simply like to attend lab section in addition to your own, then you are encouraged to do so. First, however, please contact the lab instructor of the extra lab you want to attend.

Quizzes

Quizzes will be given during almost every lecture. The quizzes will be taken by i-clicker throughout the lecture period. In general, there are no make-up quizzes. Exceptions can be made for PRE-ARRANGED, REQUIRED absences.

Exams

There will be three exams: The first exam will cover the World Wide Web, Windows XP and Microsoft Word. The second exam will cover Microsoft Excel. The final exam will cover Excel and PowerPoint. All three exams are practical exams: they will be mini-labs administered on computers during your regularly scheduled lab time (50 minutes in length).

Academic Honesty

Students are encouraged to help each other on labs through personal interaction and through the WebCT blogs. There is, however, a difference between helping and cheating. Cheating includes:

1. Copying another person's work,
2. E-mailing or giving an electronic version of your work to anyone other than a course instructor.
3. Leaving an electronic version of your work on a campus computer.
4. Having another person complete any portion of your work.

The first time a student is caught cheating; the student will receive a negative grade for the assignment (i.e. if the assignment is worth 100 points, then a score of -100 is assigned).

Grading

Labs (11)	45%
Quizzes (~24)	10%
Exams (3)	45%

Grade Score Ranges					
		100 - 93%	A	92 - 90%	A-
89 - 87%	B+	86 - 83%	B	82 - 80%	B-
79 - 77%	C+	76 - 70%	C		
69 - 67%	D+	66 - 60%	D		
		< 60%	F		

When a lab, quiz or exam grade is posted in WebCT, you have **one week** from the time of posting to challenge it. Please, check your grades promptly. Mistakes are made and we all want them corrected, but not at the end of the semester. Corrections **need** to be made while the assignment and grading is fresh in the instructors' minds.

e-mail:

All **e-mail** communication with your course and lab instructors must include a **subject that begins with "CS-150"**. For example: "CS-150: Lab 1 grading error", or "CS-150 - request to attend lab section 5". E-mails with no subjects or that do not start with CS-150 are likely to be classified as SPAM and never read.

UNM CS-150L Computing for Business Students Syllabus

Week Beginning	Topics
Aug 25	Practical - Windows XP, e-mail, WebCT, and World-Wide-Web. Discussion - Computer Networks
Sept 1	Practical - Microsoft Word: Toolbars, Copy/Paste, Insert/Overtyping modes, Spell Checking, Grammar Checking, Thesaurus, Auto Correct, Track Changes, Character, Paragraph, Column, and Section Formatting, Line Spacing, Ruler, Tabs, Indents, Borders, Shading, and Page Setup. Discussion - Computer Networks
Sept 8	Practical - Microsoft Word: Clip Art, Picture Toolbar, Drawing Toolbar, WordArt, Footnotes, Endnotes, Hyperlinks, Wizards, Templates, Bulleted Lists, Numbered Lists, Multilevel Lists, Tables, Styles, AutoFormat, Header, Footer, Page Numbers, and Auto Generating a Table of Contents. Discussion - Computer Security
Sept 15	Practical Exam 1: Windows XP, World-Wide-Web, and MS Word
Sept 22	Practical - Microsoft Excel: Constants, Formulas, Functions, Workbooks, Worksheets, Fill-Down, Fill-Right, Relative and Absolute References, Borders, Shading, Fonts, Alignment, AVERAGE(), SUM(), and COUNT(). Discussion - Computer Security
Sept 29	Practical - Microsoft Excel: Hyperlinks, Web Query, TODAY(), WEEKDAY(), EOMONTH(), and Currency Conversion Application. Discussion - Computer Security
Oct 6	Practical - Microsoft Excel: Charts and Advanced Chart formatting. Discussion - Robotics in Industry
Oct 13	Practical - Microsoft Excel: Charts and Advanced Chart formatting. Fall Break - No Lab Due This Week.
Oct 20	Practical Exam 2: Excel
Oct 27	Practical - Microsoft Excel: Simple and Compound Interest, Annual Percentage Rate (APR), Annual Percentage Yield (APY), Loan Amortizations. Discussion - Electronic Copyright Issues
Nov 3	Practical - Microsoft Excel: PMT(), FV(), Goal Seek command, Annuities with variable contribution rates. Discussion - Technology Trends
Nov 10	Practical - Microsoft Excel: IF, VLOOKUP, Freeze, hide/unhide rows and columns, Financial Forecasting, Auditing, Protection, and Templates. Discussion - Information Taxonomies
Nov 17	Practical - Microsoft Excel: Text Import Wizard, Date Arithmetic, Sort, and filtering. Discussion - Current Computer Capabilities
Nov 24	Practical - PowerPoint: Templates, Lists, Comments, Formatting and Printing Audience Handouts, Hyperlinks, Clipart. Thanksgiving: No Lab due this week. Discussion - Current Computer Capabilities
Dec 1	Practical - PowerPoint: Animating Charts, Formatting Slide Master, Action Buttons, Sound Effects and Narration, Automated Multimedia.
Dec 8	Final Exam