

Computing for Business Students CS 150L - Fall 2010

Instructors:

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Course Objectives

1. The student will be able to access the Internet for research and communications.
2. Create, modify, format and print documents using features of a popular word processing application.
3. Create, modify and format presentations using features of a popular graphical presentation application.
4. Create, and format spreadsheets and charts using features of a popular spreadsheet application.
5. Create documents that integrate features of word processing, spreadsheet and graphical presentation applications.
6. Use software application offline and online “help” to successfully use software features, to which the student has never previously been exposed.
7. Given a word-problem involving terms such as interest rates, debits, credits, balances, fixed costs, marginal costs, and/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 results that depend upon those assumptions.
 - Design a layout that fits the problem and is easy to read.
8. 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.

Required Textbooks and Supplies

1. "Computing for Management Students - A Laboratory Manual" by Joel Castellanos and Laurie Schatzberg. ISBN: 978-0-558-79098-1. Pearson Learning Solutions. Available at the UNM bookstore.
2. Microsoft® Office free Internet tutorials. Available on the Web at:
<http://office.microsoft.com/en-us/word/HA011189521033.aspx>.
3. USB Flash Drive (128MB is sufficient)
4. i>clicker® (needed for lectures only, not labs). Available UNM bookstore

Recommended Supplies

1. Your learning experience will be greatly enhanced if you bring a laptop (with Microsoft Office 2007) to lectures.

Software Products and Versions

All computers in UNM's main campus computer labs use Microsoft Office 2007. This, therefore, is the official version of the class. Many students use Office 2003 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. 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 must be done using some version of Microsoft Office. 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.

Signing Up late

Joining a class late means you miss work. You can catch up on reading, study lecture slides, and turn in missed homework assignments. However, missed lecture quizzes cannot be made up, and missed labs count toward your limit of labs that can be missed while still turning in the associated lab assignment. Students who join the course late are at a disadvantage.

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 discussion group is created for each assignment wherein students can ask questions remotely. The discussion groups are monitored by the course professor, a team five or more lab instructors, and by fellow students.

The electronic discussions also create an excellent forum for interactive classroom discussions in a class with 250+ students. 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 discussions 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. You may e-mail a lab assignment to a lab instructor to ask for help, but it is useless to attempt to turn in a lab assignment via e-mail. No credit is given for labs that are not in WebCT, and the WebCT turn-in date stamp of the final, graded version is the *only date used in calculating late points*. E-mail “turn-in” dates and e-mailed or printed assignments count for nothing!

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 e-mail the instructor of a lab scheduled at another time during the SAME WEEK. Request that you be temporarily 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. There are good reasons for missing lab, such as being in the hospital. However, this is a laboratory class and you cannot receive credit for labs you do not attend. If hospitalization or military duty causes you to miss an extended period of class, it can be arranged for you to receive a grade of *Incomplete* and arrange to make up the missed attendance and work at a latter date.

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 practice skills from previous assignments, future assignments or to work through on-line Microsoft Office Training courses that are not assigned.

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.

Late Policy

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 four (4) weeks late or after the last day of classes (whichever is sooner) will simply not be accepted. This includes medically excused lateness!!!** Documented medical excuses may sometimes be used to negotiate a course grade of *incomplete* with the work being made up within one year, but NOT with credit given during the same semester.

Each student begins with a 100 point, late buffer. This is recorded and maintained in WebCT. Each day an assignment is late, 5 points are taken out of the buffer. This includes labs that are late because the WebCT system goes down, because the University Internet system goes

down, because you are “having problems using WebCT”, because the power goes off at your home, because you think you submitted a lab, but forgot to attach the file, because WebCT failed to attach your file correctly, or for any other reason. Every student is given 20 days of free lateness. That is enough to cover system errors, sports travel, religious holidays, and a reasonable number of minor emergencies. Once your late buffer has been exhausted, late points come directly off the assignment. Any part of the late-buffer that is not used does not count for extra credit.

For example: You submit an assignment in WebCT on-time, but forget to attach your file, or attach the file in the wrong format, or attach the wrong version of a file. Then, a week later, your lab instructor finishes grading, and enters a 0 for your lab. Two weeks later, you notice the zero and the attached comment explaining the reason for the zero. Then, you e-mail your lab instructor requesting him or her to release the assignment back to you. Between the time it takes for your instructor to respond and the time it takes for you to resubmit the lab, another week passes. Your lab is then 28 days late!!! ***Yes, YOU are charged late days for the time it takes for your lab instructor to read your e-mail and release your lab back to you.*** This is part of the reason you are given 20 free late days. You should therefore, be careful to submit the correct version of a lab. Once you have exhausted your late buffer, losing 50 points for submitting an old, incomplete version of your work will often be less than the loss of points due to lateness that result from waiting up to 7 days for your lab instructor to grade your work, you noticing the grade, and getting the correct version resubmitted. It matters not a wink whether the correct version was actually completed at the due date. *If it is not in WebCT, it is not done.*

When you submit an assignment in WebCT, it is ★YOUR RESPONSIBILITY★ to:

1. Exit WebCT,
2. Log back into WebCT,
3. Check that all required files are attached,
4. Check that the files uploaded correctly, and
5. 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. Doing this correctly is your responsibility and part of learning how to use computer systems.

Quizzes

Quizzes will be given during almost every lecture. The quizzes will be taken by i-clicker throughout the lecture period. There are no make-up quizzes. Each quiz counts as less than 1% of your final grade. Thus, missing one quiz will have no effect on your final grade. Missing many quizzes will affect your final grade.

Exams

There will be two exams. Both exams are practical exams: they will be mini-labs administered on computers during your regularly scheduled lab time (50 minutes in length). If, due to an emergency, you need to miss an exam, then it can be made up during one of the other lab periods that week or during the next week. Either way, you need to obtain permission to do this from the lab instructor of the lab class in which you want to take the

exam. Different sections have different exams, and the instructors do not print out extras or bring make-up exams unless it is known that someone is going to be there to take it.

Academic Honesty

Students are encouraged to help each other on labs through personal interaction and through the WebCT discussions. 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 a paper or an electronic version of your work where others can get it: you are responsible for your own computer security.
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).

e-mail:

E-mail communication with your course and lab instructors is encouraged, but 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 deleted without being read.

Grading

Lab assignments turned in on-time will be graded within 7 days of the lab due-date.

The above system for late penalties and attendance is extremely ridged and inflexible; however, it contains reasonable, build-in tolerance:

- 20 free late days on lab assignments,
- After the 20 free days are used up, a minor, but steady late penalty of 5% per day (a perfect lab assignment, one day late, gets 95%).
- Quizzes given every lecture period so that any one quiz is worth less than one point on the final grade,
- Being able to attend any lab section in which there is space during the week, and
- Skipping up to two lab class, yet being able to turn in the associated lab assignment for full credit.

Under this system, the loud, wining, convincing yarn spinner gets no more breaks than the shy, stoic student who might suffer some great hardship during the semester. There is no need for a student to disclose personal events to receive a break and grading is fully transparent: Only labs within WebCT can receive a grade. Assignments within WebCT are visible by all of the lab instructors and by the course professor. The lateness of an assignment is determined solely by the due date and the WebCT timestamp: no extra or privileged information is needed.

The instructor team wants you to succeed. The lab instructors are undergraduate students who, like you, have classes, finals, and personal lives. I try to hire lab instructors who not only are competent with the material, but who also like teaching, like seeing you succeed, and rejoice when they see you solidly understand something you struggled with.

Even counting all of the “withdraws” and “incompletes”, the most common grade in this course is an A. Let us work together to shift the graph even farther in that direction.

Grade Weights	
Labs (11 @ 100 points each + 1 @ 200 points)	45%
Quizzes (one each lecture period)	10%
Exams (2)	45%

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



Syllabus

Week Beginning	Topics
Aug 23	Lab 1 - The Résumé and Microsoft Word Using Microsoft Word to Create a Résumé to Strict Specifications. Also covered is using the UNM Computer system, e-mail, and the Internet.
Aug 30	Lab 2 - The Business Letter
Sept 6	Lab 3 - Microsoft Excel
Sept 13	Lab 4 - Currency Conversion and Credit Card Balance
Sept 20	Lab 5 - Weighted Mean
Sept 27	Lab 6 - Business Optimization
Oct 4	Lab 7 - Excel Charts
Oct 11	Review No Lab assignment. Lab classes Monday - Wednesday are optional. Lecture will be held as usual and will include review quiz questions. Fall break: Thursday-Friday October 14-15.
Oct 18	Midterm Exam: Covering Excel Formatting and simple equations. The exam is given during regular lab time. No Lab assignment.
Oct 25	Lab 8 - Mortgage Loan Amortization Schedules
Nov 1	Lab 9 - Retirement Annuity
Nov 8	Lab 10 - Conditional Logic and the Annuity
Nov 15	Lab 11 - Financial Forecast
Nov 22	Lab 12 - Microsoft PowerPoint Presentation to a Venture Capitalist. Lab 12 is not due until Sunday, Dec 5. Lab classes Monday - Wednesday are optional. Thanksgiving holiday: Thursday-Sunday November 25-28.
Nov 29	Lab 12 continued Practice Exams & Review
Dec 6	Final Exam: The exam takes place in lab class during the last week of classes - not during finals week. Last day to turn-in late labs: Saturday December 11. No labs will be accepted after this date.