

# CS150L Computing for Business Majors University of New Mexico - Summer 2010 Syllabus

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## 1. Instructor

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**Office Hours:** Monday-Thursday 11:00am-12:00pm

## 2. Schedule

Lecture/Lab: Mon, Tues, Wed, Thurs 9:30am - 11:45 am, DSH 141

## 3. Catalog Description

Students will use personal computers in campus laboratories to learn use of a word processor, a spreadsheet, and a database management program. The course will also cover access to the World Wide Web and other topics of current importance to business students. Course cannot apply to major or minor in computer science.

Prerequisite: Any one from the following courses: MATH 120, MATH 121, MATH 123, MATH 150, MATH 162, MATH 163, MATH 180, MATH 181

#### 4. Course Overview

- The student will be able to access the Internet for research and communications.
- Create, modify, format and print documents using features of a popular word processing application.
- Create, modify and format presentations using features of a popular graphical presentation application.
- Create, and format spreadsheets and charts using features of a popular spreadsheet application.
- Create documents that integrate features of word processing, spreadsheet and graphical presentation applications.
- Use software application offline and online “help” to successfully use software features, to which the student has never previously been exposed.
- 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.
- 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.

## 5. Required Textbooks and Supplies

1. “*Computing for Business Students*” by Joel Castellanos. 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

## 6. 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 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 or Microsoft Windows 7, yet many students use them anyway. ***However, work done using OpenOffice, Google Docs, WordPerfect or other software products is not acceptable.***

## 7. 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 professor and by fellow students. For the Summer session the blogs will not heavily used.

## 8. Lab Assignments, Turn-ins, and Grading

Lab assignments are posted on WebCT each morning after they are announced in class. They come straight from the textbook. They will be always be due at 5:00PM on the due date listed on the course schedule below. You may e-mail a lab assignment to the professor 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 lateness*.

**E-mail “turn-in” dates and e-mailed or printed assignments count for nothing!**

*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.

Due to the pace of a Summer Session course, assignments will only be accepted up to 24 hours after the due date, at a penalty of 5 points. You may turn in up to two labs without penalty, but after that penalty point accrue for each late assignment. Assignments submitted after 24 hours will receive no credit. All due dates are known at the beginning of the semester. If you have any conflict, which cannot be resolved, you have plenty of time to make arrangements with the professor beforehand. Only in the cases of true emergencies, serious illness, or the like will late or missing labs or exams be considered

Once your graded assignment is available to you in-class (regardless if you bother to attend and pick it up) you have one week (7 days) to address any grading issues. After that time, the grade, whatever it may be, is final.

## 9. 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 effect your final grade.

## 10. Exams

There will be three exams. All three exams are practical exams: they will be mini-labs administered on computers during your regularly scheduled class time (50 minutes in length). They will be on the dates below. The class prior to the exam will be used for review, time permitting. See the Section 8 as to grading and missing exam policies. Note that while exams will not take the entire period, don't plan on leaving early, there may additional lecture/exercises afterwards.

## 11. 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 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.

Academic integrity violations will be dealt with promptly and harshly. Cheating will result in receiving an automatic F for the entire semester, and the case will be turned over to the appropriate authorities for further disciplinary actions. There will be no second chances. (Welcome to Life.)

## 12. Grading

Timely Lab assignments should generally be graded within 7 days of the due-date.

While the pace of this course in a Summer Session is tough, everything is being done to make life as easy as possible but still cover the material you would be taught during the normal semester. You have the advantage of getting all your assignments for the semester up-front in the lab manual. Assignments and Exams have been spaced out as much as is possible, and so that don't have to worry about classwork over the short July 4<sup>th</sup> break.

Note 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 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.

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)	45%
Quizzes (one each lecture)	10%
Exams (3)	45%

Joel Castellanos, a professor who has taught this class a number of times before, has been gracious enough to share his teaching materials with me and give me permission to use them for this class. Many of the handouts, slides, and assignments are his work (even sections of this document), and I am grateful for his generosity.

# Schedule

Due Date	Lab/Exam
Tuesday, June 08, 2010	Lab 0: WebCT
Thursday, June 10, 2010	Lab 1: Operating Systems, The Web and Microsoft Word
Tuesday, June 15, 2010	Lab 2: Microsoft Word, Special Characters, Horizontal Ruler and Tables
Thursday, June 17, 2010	Lab 3: Microsoft Word, Imaging and Advanced Formatting
Tuesday, June 22, 2010	Exam Microsoft Word
Thursday, June 24, 2010	Lab 4: Microsoft Excel: Cells, References and Weighted Mean
Tuesday, June 29, 2010	Lab 5: Microsoft Excel: Date Functions & Currency Conversion
Thursday, July 01, 2010	Lab 6: Microsoft: Excel Charts
Thursday, July 08, 2010	Exam Microsoft Excel
	July 4 <sup>th</sup>
Tuesday, July 13, 2010	Lab 7: Microsoft Excel: Loan Amortization Schedules
Thursday, July 15, 2010	Lab 8 Microsoft Excel: Future Value of Annuity
Tuesday, July 20, 2010	Lab 9: Microsoft Excel:What IF Annuity
Thursday, July 22, 2010	Lab 10: Microsoft Excel: Financial Forecast
Tuesday, July 27, 2010	Lab 11: Microsoft PowerPoint: Presentation to a Venture Capitalist
Thursday, July 29, 2010	Exam Final