

CS 106 – Computer Applications in Business – Fall 2014

Course Information

Section 01
201 Copley Science Center
MWF 9:10 – 10:10
courses.necaise.org

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In this course, students will develop problem solving skills using computer applications found in a business environment. The emphasis in this course will be on spreadsheet and database applications but may also include an introduction to basic computer organization, PowerPoint, and web page development. The topics to be covered include:

- Basic computer organization
- Spreadsheets
- Formulas and functions
- Multiple sheets
- Financial Analysis
- Goal Seek and Solver
- Using external data
- Relational databases
- Designing tables
- Querying data

The course will be organized as a combination of lectures and labs. In the lectures, tools and components of an application will be introduced along with how they are used to solve specific problems. The labs will consist of problem set related to the previous lectures that you will work on during the class period. This is a very hands-on course that requires the use of standard software applications.

RESOURCES

Online Notes: There is no textbook for the course, but instead, online resources will be used:

- Excel/Spreadsheets: <http://csci106.cs.rmc.edu/>
- Access/Database: <http://csci106.cs.rmc.edu/websitedevaccess>

Daily Schedule. A day by day schedule that includes reading assignments, handouts, and code samples is provided on the course web page. The schedule is tentative, but daily events will be posted ahead of each class meeting.

Office Hours. MW: 1:00 – 2:00, TR: 11:00 – 12:00, or by appointment.

Please note that these are my formal office hours. I am usually on campus most of the day, and can be found around my office. You should feel free to come by if you need help. Also, email contact is generally an efficient way to get an answer to a simple question.

COURSE WORK

The work for this course will include labs, homeworks, projects, quizzes, and a final exam.

Labs. There will be 10 - 12 laboratory assignments during the term. The labs are designed to be completed during the lab period, but the actual due date/time will typically extend beyond the end of the period. Laboratory assignments *can not be submitted late*, but you will be permitted to drop your 2 lowest lab grades.

Homeworks. Written assignments may be given that are to be completed outside of class. Written assignments *can not be submitted late* and no grade for the written assignments can be dropped.

Projects. There will be 2 projects that are designed to require one or more weeks to complete. These will be similar to the in-class lab assignments, but will focus primarily on problem solving using a specific application and will include a written report. The projects *can not be submitted late*.

Quizzes. There will be 8 - 10 in-class quizzes that cover the material presented in the preceding lectures. The quizzes, which will typically require 15 – 45 minutes, depending on the quiz length, must be completed in-class. There are no makeup quizzes except for official college events. If you have to miss a scheduled quiz due to an official event, you must inform me at least two days in advance of the quiz. You will be permitted to drop your lowest quiz grade.

Final Exam. The final exam will be comprehensive and is scheduled for the 2:00 – 5:00pm afternoon period on 10 December 2014.

POLICIES

Attendance. You are advised to attend all class meetings since each class will include either a lab assignment, a quiz, or in-class sample problems. You are responsible for all material related to any class meeting from which you were absent.

Computer Environment. You will be using Microsoft applications on College computers. You are free to use your own computer, but all work submitted must work correctly on the computers in 201 Copely Science Center.

Grade Distribution. Your final grade will be computed according to the following approximate distributions:

- 25% for laboratory and homework assignments
- 15% for the two projects
- 30% for the quizzes
- 30% for the final exam

and the letter grade assigned as follows: A: ≥ 94 , A-: [90...93], B+: [87...89], B: [83...86], B-: [80...82], C+: [77...79], C: [73...76], C-: [70...72], D+: [67...69], D: [63...66], D-: [60...62], and F: < 60 .

Extra Credit. No extra credit will be assigned on an individual basis.

Academic Integrity. The College’s Code of Academic Integrity sets out a list of prohibited behavior, including plagiarism, cheating, and tampering with or destroying College property (including computers in computer labs). The most common act of academic misconduct is plagiarism, which is defined as “Passing off a source’s information, ideas, or words as your own by omitting to acknowledge that source—an act of lying, cheating, and stealing.” (Gordon Harvey, *Writing with Sources: A Guide for Students*) Any student who commits a violation of the Code of Academic Integrity will be subject to the policies and procedures outlined in *Fishtales*. It is each student’s responsibility to read and be familiar with the Code.

Students with Disabilities. The Americans with Disabilities Act of 1990 and other Federal laws require Randolph-Macon College to provide a “reasonable accommodation” to any individual who advises us of a physical, psychological, or learning disability. If you have a physical, psychological, or learning disability that requires an accommodation, you must first register with the Office for Disability Support Services, located in the Higgins Academic Center. Please arrange a meeting with the course instructor to discuss your needs and how to register for support services.

College Final Exam Policy. Students are required to take all final examinations during the time specified for their administration. However, a student may, with the permission of the course instructor, take an examination with another section of the same course taught by the same instructor. Any other rescheduling of exams requires the approval of the Provost or Associate Dean of the College. Failure to obtain the permission of the Provost’s Office will result in an automatic failure of the course. Absence from a final examination can only be excused by the Provost or the Associate Dean of the College. Absence from a final examination without such an excuse will result in failure of the course.

Use of Laptops. The use of laptops and mobile computing devices are permitted during class so long as they are being used for the course such as for taking notes, finding information related to the course, etc. Laptops are not to be used during class for reading email, social networking, completing assignments for other courses, etc. If the use of laptops becomes distracting for myself or other students in the course, *I reserve the right to prohibit their use during class.*

Common Courtesy. Please be courteous to everyone in the classroom. Do not leave the room during class unless you absolutely must as this is distracting to others. If you are late to class, please be as quiet as possible when entering the room and find a seat close to the door so as to not disrupt the class. Do not use a mobile phone during class and make sure the phone is turned off or the ringer is muted before entering the classroom. Finally, my office door is open most of the time. *If it is closed, however, this is an indication that I can not be disturbed at the moment.* Please respect this and try back again later. You are always welcome to contact me by email.