MC021- COMPUTERS IN MANAGEMENT

FALL, 2003

This syllabus is available online at www.cs.bc.edu/~cbrown

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Instructor

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Teaching Assistants

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Class Meetings

The class meets Monday, Wednesday, and Friday from 11:00AM-11:50AM in Fulton 415. A detailed breakdown of the entire class schedule can be viewed on WebCT or by clicking here.

Required Background

There are no prerequisites for this course but students are expected to have developed a familiarity with user level interfacing with Windows applications.

Course Content

Computers for Management is a one-term course that introduces students to some of the ways that computers can be used to help manage organizations and aspects of their own lives. The course emphasizes the use of spreadsheets, databases and web pages and some of the basic concepts about the computer hardware and software that underlie them.
Because MC021 is required of all students in CSOM, students can expect the different sections to cover essentially the same material. The final will be a common exam for all sections (except the honors section) that will be graded the same way for all sections.

**Spreadsheets with Microsoft Excel:**

Students will learn to create basic spreadsheets. They will learn to:

Write formulas using functions that including SUM, COUNT, AVERAGE, MIN, MAX, SUMIF, COUNTIF, MOD, INT, and ROUND, with single arguments, multiple arguments, and cell ranges as arguments.

Nest such functions in each other and in formulas.

Use financial functions, including at least PV, FV, PMT, RATE, NPER, NPV and IRR. (Students will also develop an understanding of the fundamental idea that underlies the various uses of such functions, namely the time value of money.) They will learn to use such functions with both yearly and non-yearly time periods and to use them to solve problems in which more than one such functions is needed. And they will learn to use signs to indicate the direction of cashflows so that they can deal with both loans and investments.

Use both simple and compound IF’s to make decisions together with the AND, OR and NOT functions

Use the VLOOKUP function for table lookup.

Use Excel to produce charts and graphs.

**Databases with Microsoft Access:**

Students will learn to use Microsoft Access to store, retrieve and search for information in databases and to produce reports from them. Students will learn basic database concepts and what databases can be used for.

Tables: They will learn to use tables with the field types text, date, long, integer and double as appropriate. They will learn to control the sizes of text fields.

Forms: They will learn to create forms for ease of data entry and for basic searching.

Reports: They will learn to create reports, without using wizards, to sort data, show selected information about individual records, summary information about all records, summary information about subgroups of records and to show summaries with or without the individual records on which the summaries are based.

Queries (and reports based on them): Students will learn to find records that meet certain conditions specified by using and, or and not, wildcards (*), calculation fields (including the use of the IIF function). They will learn to develop crosstab queries, find information by sorting, and develop queries based on tables or on other queries.

**Web Page Creation:**

Students will learn to create their own multi-page websites, using a high-level tool such as Macromedia’s Dreamweaver (and not HTML), to format text, include pictures, include both internal and external links, tables and to upload their pages to the WWW2 server. The will become acquainted with the basic structure of HTML.

**Graphics For Web Pages Using Flash:**
Students will learn to create basic movies using the timeline to sequence various shapes and colors, use multiple layers to allow partial object hiding, use motion and shape tweening, use static text and to publish their movies as animated GIF’s on their web pages.

**Required Textbooks and Software**


**Optional Textbooks** (on reserve at BC O’Neill Library)

Kerman, P., *ActionScripting in Flash*Sams.

**Software:**

The classes will be using Microsoft Excel XP, Microsoft Access 2002, and Macromedia Flash MX/Dreamweaver in this class. The first two come as part of Microsoft Office XP professional, which is available in discounted educational versions. A free 30-day trial of Flash MX/Dreamweaver is available from Macromedia, but be sure not to download it until we get to that part of the course or your trial period will expire before we get to it.

**Hardware:**

If you have your own computer, you are welcome to use it, but you will have to obtain the software listed above. If you don't have your own computer, or would prefer not to obtain the software, you may work at the SLSC in O'Neill. If you do work at O'Neill, be sure to bring floppy disks so you can keep electronic copies of your work when you are done. It's good policy to back up your work on floppy disks even if you have your own machine.

The class will be taught on the Microsoft Windows (XP) platform. If you use a Macintosh or another version of Windows, most things will be the same but there will be slight variations. It shouldn't be a problem for you, but you should be prepared for small differences here and there.

**Required Work**

**Homework**

Problem sets will be assigned on a weekly basis. Problem sets will contain largely computer exercises, but may have a pencil and paper portion on occasion. Homework’s will generally be posted on this sections WebCT site on Wednesdays and will be due by the following Wednesday at the beginning class. Late homework will not receive any credit without an official excuse from the dean. WebCT will also prevent multiple submissions of the same homework assignment so MAKE SURE WHAT YOU SUBMIT IS CORRECT BEFORE YOUR SUBMISSION!
There will be approximately 11 homework’s through the course of the semester (one each week). Of these, the lowest homework will be dropped, and only your highest remaining homework grades will be counted.

You are required to do most of the homework’s in order to pass this class. In order to be eligible for an A in this class you must turn in 7 of the homework’s. If you turn in only 6, the highest grade you will be able to get is a B. For 5, the highest grade you will be eligible for is a C. Likewise, with 4, you can get a D and if you turn in 3 or fewer assignments you will fail the class. As I do not accept late assignments, it is well worth your while to turn in whatever you have gotten done by the due date.

Instructions for electronic or hardcopy submission of assignments will be posted on this section’s (Section 6) MC021 WebCT site. http://webct.bc.edu:8900. Unless otherwise instructed “ALL” homework must be submitted via WebCT utilizing using computer based generation tools such as Microsoft Word, Excel, etc.

Exams

There will be two in-class midterms (tentative dates Monday, October 6 on Excel and Monday, November 24 on Databases), a quiz on Flash and the Web (tentatively Monday, November 3) and a final exam. Please note that the final exam for this course follows the “common exam” schedule, not the regular one. The date for the MC021 final is Monday, December 15, 2003 at 4PM in a room TBD. Exams and Quizzes are closed book but you will usually be allowed to bring one page of key notes for your use in the exams. The use of a calculator in exams/quizzes will be determined on a case by case basis, depending on test content. You should always have a calculator available to you in class in case of a quiz.

Handouts and Lecture Notes

Refer to WebCT for access to handouts and notes.

Grades

Your course grade will be computed as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>30%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>5%</td>
</tr>
<tr>
<td>In-Class Exams</td>
<td>30% (15% each)</td>
</tr>
<tr>
<td>Final Exam</td>
<td>35%</td>
</tr>
</tbody>
</table>

Course grades may be subject to normalization. More information on grading criteria may be found via WebCT under the “OUTLINE/DETAILED SCHEDULE/LETTER GRADE CRITERIA” section.

Getting Help:

If you need assistance, there are several places you can get help on campus. My office location and hours are at the beginning of this syllabus, and I can be available at other times as well. The teaching assistants will be announcing their office hours shortly after the semester begins. Any of the TA's can help members of any of my MC021 sections.

If you feel you need tutoring, please contact the Academic Development Center in the O'Neill Library. They tend to be saturated near the end of the semester, so contact them early if you'd like help.

Academic Honesty

I expect you to abide by the standards of academic honesty set in the student guide. Cheating and plagiarism are not worthy of Boston College students. You may discuss your homework with your peers, but your submitted solutions must involve only your individual effort.
In addition, I expect that you are familiar with the computer ethics policy authored by the Office of the Dean for Student Development, which is also part of the student guide. If you don't have a student guide, both standards (academic honesty and computer ethics) are available on-line through:
http://www.bc.edu/bc_org/avp/enmgt/stserv/acd/univ.html#integrity, Section VI. Policies and Procedures (items related to Community Standards, Academic Honesty, Computer Ethics Policies and Integrity and Protection of Technological and Information Resources). Please familiarize yourself with them.