

Ateneo de Manila University
John Gokongwei School of Management
Department of Quantitative Methods & Information Technology

ITM 11 – Computers in Business
Summer, SY 2012-2013

Course Description

The course provides an introduction to information technology and applications. The course addresses the computer proficiency requirement for all JGSOM majors as well as other business- related majors. It is also the starting point for those who want to pursue a minor in Information Technology Management.

Topics to be covered include: program logic formulation, word processing, spreadsheet analysis and data management, business graphics and presentation techniques.

The course provides intensive hands-on training using the Microsoft Office Suite (MS Word, Excel, Powerpoint) to expose students to different business applications of computers and software.

The course culminates with a final project and oral presentation that integrates all the learning exercises undertaken during the 6-week summer term.

Course Schedule:

Date	Topic	Exam
April 12-13, 2012	Course Overview / Requirements The Internet <ul style="list-style-type: none"> • Web Browsers • Email (webmail and email clients) • Netiquette • Internet Security (viruses, malwares, phishing, sniffing, internet best practices) • Web Services (Google Docs, Imageshack, Dropbox) • Compatible Freeware Office Suites (OpenOffice, NeoOffice, etc.) 	
April 16-18, 2012	Microsoft Windows <ul style="list-style-type: none"> • Operating System Navigation • Control Panel Functions (display properties) • File Management <ul style="list-style-type: none"> ○ Directories ○ Common File types ○ Naming conventions ○ Security & Protection ○ Tools (zip, rar, etc) Office Suite Conventions <ul style="list-style-type: none"> • Overview of Office Suite Components – word, spreadsheet & presentation processor • Common Office Suite operations – open, close, save, save as, preview, import/export, search, viewing options, etc 	
April 19-24, 2011	Word Processing – Microsoft Word <ul style="list-style-type: none"> • Basic document editing • Styles, formatting, layouts • Footnotes, headers & footers, Table of Contents, Bibliography <ul style="list-style-type: none"> ○ Plagiarism • Inserting tables, charts, pictures & other objects 	EXAM 1 (15%)

	<ul style="list-style-type: none"> Utilities – spelling & grammar check, thesaurus, protecting documents, tracking changes Mail Merge Elements and Characteristics of a Business Document 	
April 25-27, 2011	Presentation Processing – Microsoft Powerpoint <ul style="list-style-type: none"> Types of Powerpoint Slides Slide Master Inserting Objects (Pictures, Sound, hyperlinks, etc) Slide Transition and Custom Animations Presentation Techniques <ul style="list-style-type: none"> Functional & Aesthetic design Timing & Delivery Pre-Presentation Rituals 	EXAM 2 (5%)
April 27- May 18, 2011	Program Logic Formulation <ul style="list-style-type: none"> Elements of Programming <ul style="list-style-type: none"> Programming grammar/Syntax Programming Logic Flowcharting Techniques Pseudocode Spreadsheet Processing – Microsoft Excel <ul style="list-style-type: none"> Cell, Row, Column operations and formatting Writing formulas, formula bar Absolute & Relative referencing Excel functions – Arithmetic, Date & Time, Information, Logical, Lookup & Reference, Math & Trigonometry, Statistical (Basic), Text Functions Sorting & Filtering Pivot Tables Goal Seek 	EXAM 3 (5%) EXAM 4 (40%)
May 21-23, 2011	Final Project Presentation	FINAL PROJECT

Course Requirements:

Exams	65%
Homeworks & CP	10%
Project	25%
Total	100%

Range	Letter Grade
< 70	F
70 - 74.99	D
75 - 79.99	C
80 - 84.99	C+
85 - 89.99	B
90 - 94.99	B+
>= 95	A

Classroom Policies

1. Students are expected to attend all scheduled classes. Though it is a privilege to have a certain amount of cuts, this privilege comes with a certain amount of responsibility. It is up to the student to make up for all the missed lectures and class work due to his absence. For the summer, a student is allowed a maximum of 3 cuts.

2. Students are expected to abide by the Dress Code set by the School of Management and dress in a manner appropriate to the nature of an academic institution. The instructor reserves the right to bar violators from classes or exams.
3. Long exams are to be taken as scheduled. A student who fails to take an exam for no justifiable reason automatically gets a grade equivalent to 85% of the grade he will get for the next exam, or 0 if the last exam is missed.
4. Class participation is highly encouraged and is given appropriately significant weight in the computation of the Final Grade. Students are highly encouraged to contribute quality input into each class discussion. Cell phones and other electronic devices are to be turned off during classes, at the risk of confiscation, otherwise.
5. Cheating in any form (copying, plagiarism, etc.) is a grave offense, which goes against the values that the university holds. Students who are caught will be given a grade of F for the said requirement (and/or the final grade) and shall be brought to the Committee discipline for further disciplinary action.
6. The following behavior are considered dysfunctional. The instructor reserves the right to bar violators from the classroom.
 - Eating and drinking
 - Loud or extended private conversations
 - Cell phone use during class hours disturbs proceedings
7. Neatness and proper language count! **Except for quantitative exercises, all written assignments must be typewritten.** Points may be deducted for grammatical errors (use grammar and spelling check tools!).
8. All written assignments are due at the beginning of class on the designated due dates. Points will be deducted for late submissions (0.5 QPI points or half letter grade for every half-day of delay). Assignments may be submitted by e-mail to beat deadlines, but hard copies have to be submitted within the same day. Points will also be deducted for delayed submission of the hard copy.
9. The instructor reserves the right to make changes to this syllabus as the pace and the environment of the classroom dictates.