

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

**ITM 14: Information Technology Application Programming
School Year 2011-2012**

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Course Description

This course aims to familiarize the students with the use of computers, as well as to develop the kind of thinking required to design algorithms. As such, the course is meant to prepare the students for future courses involving information technology, spreadsheet modeling, optimization theory, and heuristics. Consequently, the course will have a strong mathematical emphasis.

Course Objectives

By the end of this course, students should master basic spreadsheet use and functions. The student is also expected to learn programming concepts through Visual Basic for Application in MS Excel.

Course Outline and Timeframe

Date	Topic
April 12, 2012	Programming Logic <ul style="list-style-type: none"> • Elements of Programming • Syntax • Flow Charting
April 13-26, 2012	Spreadsheet Programming – Microsoft Excel <ul style="list-style-type: none"> • Spreadsheet Fundamentals (operations; cell, row & column formatting, types of data) • Sorting & Filtering • Spreadsheet Functions • Pivot Table • Goal Seek
April 27, 2012	Exam 1
April 30 – May 22, 2011	Visual Basic for Application <ul style="list-style-type: none"> • Macros • Logic & Programming Concepts • Integrated Development Environment • Visual Basic Syntax & Commands • Types of Variables, Constants • Procedures & Functions • Flow Controls • Arrays • Passing Arguments

	• Exiting Procedures
May 14, 2012	Long Test 2 – Written
May 21, 2012	Long Test 3 – Hands On
May 22-23, 2011	Project Presentation

Suggested Readings:

Please see list of electronic books and website references that will be given to you during class time.

Course Requirements and Grading System

Long Tests	60%	92-100	A
Final Project	30%	86-91.99	B+
Quizzes/HW	10%	80-85.99	B
Total	100%	74-79.99	C+
		67-73.99	C
		60-66.99	D
		below 60	F

Electronic Data

A great deal of information for this course will be disseminated through electronic means. As such, the course will require each student to be enrolled into a Yahoo groups that will be specified during the class.

Group Project

The course includes 2 major projects, deliverable at the end of the summer semester. The class will be divided into groups (number will be decided upon at the start of the sem). The details of the project will be discussed during class time.

Classroom Policies

- Attendance will be checked at the start of the class. S/He who arrives after the start of the class but within fifteen (15) minutes is considered late. After fifteen (15) minutes, a student is still allowed to attend the class but is considered absent. An absence is equivalent to one (1) cut while a late is half (1/2) of a cut. A student is entitled to three (3) cuts, beyond which s/he will get a grade of W.
- If the teacher is late, students are expected to wait until he arrives unless the teacher has other instructions to the department secretary, or the class beadle.
- Students are not allowed to eat and drink inside the computer laboratory.
- Playing games is strictly prohibited during class hours. Web browsing and doing email are also prohibited, unless done in connection with the current lecture or lab topic and allowed by the teacher. Please avoid going to social networking sites (facebook, multiply, Friendster) and other sites (NBA, etc)

- Use of communication devices is prohibited during class hours. Please turn them off during class.
- No make up tests will be given unless you can present a medical certificate or an immediate member of your family died. Make up tests will solely be on the teacher's discretion.
- No automatic rounding off of grades will be made (even if the grade is x.999999...).
- Cheating will not be tolerated. Cheating in any requirement will result in a minimum penalty of having a grade of 0 for that requirement, and will be reported to the appropriate authorities, as provided for by the Student Handbook. Duplicated projects/lab exercises will merit penalties for both the student who copied and the student from whom the work was copied.
- Students are expected to have the utmost respect for intellectual property, and to give credit where credit is due. Accordingly, students may be required to submit a Certificate of Authorship for each programming assignment done outside class hours. This asks the student to certify that their submission is substantially their own work, and not copied from others. It also requires students to acknowledge any help from outside sources such as other classmates, the Web, books, etc.
- Refer to Student Handbook for other policies.
- Additional policies, with due consultation with the students, may be implemented by the teacher to adapt to the class environment. Students are advised to be aware of such updates.