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### CSCI 172.21: Introduction to Computer Modeling

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## CSCI 172 - Introduction to Computer Modeling

### Instructor Information:

Instructor: Robert Herriott

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Phone: 406-830-5828

Office hours: TBD

### Course Description:

The purpose of the course is to familiarize students with standard computer tools used for numerical analysis in real world applications. Students will also gain familiarity with the basics of constructing and utilizing simple databases.

### Learning Outcomes:

- Become proficient at basic spreadsheet usage to organize and manipulate data.
- Become proficient at presenting data in an intuitive manner using graphs and tables.
- Gain a basic understanding of what databases are and how they can be used.
- Gain a basic understanding of how to use various tools to easily perform complex calculations on numerical data.

### Required textbooks:

Exploring Microsoft Office 2013 Package for the University of Montana

- Author: Mary Anne Poatsy
- ISBN: 9781323148181
- Note: This textbook comes with an online access code which will be necessary to complete the assignments for this course.

### Course Calendar: (H2)

- Week 1: Office Fundamentals and File Management
- Week 2: Introduction to Excel (No class Monday for Labor Day)
- Week 3: Formulas and Functions
- Week 4: Charts
- Week 5: Datasets and Tables
- Week 6: Make-up week and end of first unit.
- Week 7: Introduction to Access
- Week 8: Tables and Queries in Relational Databases
- Week 9: Customize, Analyze, and Summarize Query Data
- Week 10: Creating and Using Professional Forms and Reports
- Week 11: Make-up week and end of second unit. (No class Wednesday for Veteran's Day)
- Week 12: Subtotals, PivotTables, and PivotCharts
- Week 13: Thanksgiving week. No class this week.
- Week 14: What-If Analysis
- Week 15: Make-up week, end of third unit, and Final Exam.

### Required assignments and tests:

Every week you will have three assignments to do. The first is a skill-based exercise, this is like a warm-up tutorial which guides you step by step through problems using the same tools which

will be used in the main assignment for the week. It is expected that students will complete the skill-based exercise outside of class before showing up to lab each week.

The next assignment each week is called a grader project. These are the main assignments for the class and make up the vast majority of your grade. Grader projects should be easily completable during lab time if you have done the skill-based exercise before lab as expected.

The last assignment each week is a short quiz to help you review important vocabulary and concepts. Quizzes may be completed either outside of class or during lab if the grader project for the week has already been completed.

Lastly there will be an online final exam held during the last week of regular classes, we will not meet during finals week.

### Course guidelines and policies:

The course is broken up into three units. These are marked by the make-up weeks noted in the course calendar. It is expected that you will complete each skill-based exercise, grader project, and quiz within their scheduled week. That being said I understand that sometimes life gets in the way and you may not be able to finish an assignment within its week, so all of the assignments for a unit are due at the end of that unit's make-up week. The assignments for weeks one through five are due at the end of week six, the assignments for weeks seven through ten are due at the end of week eleven, and the assignments for weeks twelve through fourteen are due at the end of week fifteen. Assignments will not be accepted after the due date for their unit has passed, no exceptions.

### Student Conduct Code:

The student conduct code can be found on the university website. I want to stress that cheating will not be tolerated. Students are strongly encouraged to work together on assignments, but you must complete and turn in your own work. Turning in someone else's work will get you zero for that assignment.

### Attendance:

Attendance will not be graded, but is strongly encouraged. If you show up to lab times, working diligently and asking questions while you are there, you will find yourself with a very light homework load.

### Course withdrawal:

I will strictly adhere to the university policies regarding course withdrawal and grade changes, these can be found here: <http://www.umt.edu/registrar/students/dropadd.php>

### Disability modifications:

The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and [Disability Services for Students](#). If you think you may have a disability adversely affecting your academic performance, and you have not already registered with Disability Services, please contact Disability Services in Lommasson Center 154 or call 406.243.2243. I will work with you and Disability Services to provide an appropriate modification.

### Grading policy:

Grader Projects: 80% of total grade.

Skill-Based Exercises: 10% of total grade.

Chapter Quizzes: 5% of total grade.

Final Exam: 5% of total grade.

100-90 A

89-70 B

69-60 D

59-0 F