9-2002

CS 111.01: Computer Literacy

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Recommended Citation
Cosart, Theodore F., "CS 111.01: Computer Literacy" (2002). Syllabi. 2714.
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Syllabus, Computer Literacy, CS 111-01, Autumn 2002

Instructor: Ted Cosart
Teaching Assistant: not yet assigned
Office: Social Science, room 302
Email: tfcosart@cs.umt.edu
Phone: 243-4858
Office Hours: M, W, F: 3-4 PM, or by appointment

The best way to contact me is by email. On the subject line of your email, type “cs111.” This will ensure that I get back to you as soon as I can.

Class Web Site
Look here for online copies of material handed out in class, for your grades, and supplemental material. The site will be updated frequently and you are encouraged to check it at least once a week:
http://www.cs.umt.edu/CS/Courses/CS11-01

Meeting Times, Places
Wednesdays and Fridays, 4:10 – 5:00, SS362
Mondays, Lab, Group 1, 4:10 – 5:00 Fine Arts 210
Mondays, Lab, Group 2, 5:10 – 6:00 Fine Arts 210
Final Exam Meeting: Monday, December 16 at 1:10 PM, place TBA, attendance mandatory.

Required Textbooks

Other Required Materials
The lab for this course is designed to use the Microsoft Office 2000 programs Word, Excel (we may use PowerPoint, too). Almost all of the assignments will require you to submit files in one of the Microsoft Office formats. If you do not have access to these programs elsewhere, you can find them on the of the University lab computers. It is your responsibility to turn in assignments in the proper format.

You will need access to a web browser like Internet Explorer or Netscape Navigator, and an email program and account in order to submit assignments. These applications and Internet access are found on the University’s lab computers.

You will also need 2, 3.5 inch diskettes for saving your files in the labs.

About the Course
This course aims to help you better understand computers, especially personal computers. With an eye toward practical, everyday use, you will see how they work and how they are used, and how to benefit from their powerful capabilities. You will be introduced to the applications in the Microsoft Office 2000 suite, Word and Excel.

Goals include:
• To survey a PC’s hardware components.
• To see how hardware and software work together in a computer.
• To gain a basic understanding and ability to use the services of the Internet (the Web, email, FTP).
• To help you learn how to select computer components to fit your needs.
• To survey generally the computer’s significant roles in our commercial and private lives.
To survey the wide variety of software applications available to users of PC’s.

**About Lab and Assignments**
The instructor or an assistant will be in the scheduled labs to help with the assignments.

Lab attendance is optional, but the assignments must be completed on time (see Class Rules below).

The requirements, due date and method of submission for each lab assignment will be explained in a handout (which will also be available on the web site).

Please start your lab assignments as soon as possible so that, if you run into trouble, you have time to come to me or the TA for help in completing your assignment on time.

As you work on the assignments, get in the habit of saving your work at regular intervals. Frequent saving ensures that, if your computer crashes, your amount of work lost is minimized.

It is never a good idea to have a sole copy of a valued file on a floppy disk, a medium that should be considered unreliable. To prevent the loss of your work, one copy of your file on any medium is not enough. A duplicate copy of the file should exist on another disk, at least another floppy, or (better yet) a hard drive.

**About CIS (Computing & Information Services) and the University Labs**
The CIS help desk in Liberal Arts 139 (phone 243-HELP) has a lot of information about the University labs, and can provide you with information sheets about lab hours, using software, connecting to the Internet, and other helpful instructions. They are also able to assist with equipment problems in the labs.

Please visit the help desk, pick up a current lab schedule and policies, and look over their information sheets.

Please note that the CIS employees are not assisting in the class, and any questions about class assignments should not go to them.

A partial list of available labs (see CIS for hours):
- Fine Arts 210
- Liberal Arts 206
- University Center 225 (requires a Griz Card)
- Liberal Arts 242

**Classroom Etiquette**
Interrupt me anytime you have a question.

Please don’t distract the class with side conversations, or other disruptions during class presentations.

If you arrive late or leave class early, please try to sit near the door to minimize class disruption.

**Class Rules and Policies**
It is crucial that you talk to me if you are having problems that are affecting your work: do not wait until you amass failing grades. If you anticipate circumstances that will disrupt your ability to do the course work, please contact me as soon as you know about them.

Please track your progress and the calendar and decide early if you want to drop the course, noting that the 2 deadlines for dropping the course are September 23 by Cyberbear, and October 14 by signature.

Incompletes, late drops and changes of grading status will be considered only for doctor-verified illness, death in the immediate family, or reasons of equal weight. Please note the University’s policy on incompletes in the UM 2002-2003
catalog, page 21. Among other stipulations, these apply for incompletes:
- The instructor must agree that the reasons are acceptable and beyond the student’s control
- Passing work must have been done up to 3 weeks before the end of the semester.
- The instructor sets the conditions for completion of the course work.
- An incomplete not completed within one year will revert to an alternate grade assigned by the instructor.
- An incomplete remains on the permanent record, accompanying the grade.

Please note, too that incompletes and late drops can have financial aid implications.

In class, all questions sincerely asked will be taken seriously, as they deserve to be. No disrespect or condescension by one person for another either in discussion or any other context in this class is acceptable.

As determined by the instructor and the Computer Science Department, absolutely no profanity, obscenity, pornography will be tolerated either in class or in an assignment.

Assignments turned in after the due date will be docked 10% per day late. If an assignment is turned in a week or more late, it will not be accepted. The final project must be turned in by the due date.

Tests must be taken when they are scheduled. Exceptions will be rare and given only for unusually extenuating circumstances, as stated for late drops and incompletes.

I encourage you to help your fellow students and ask them for help in understanding the material and getting used to the programs, but all work done for assignments must be work done solely by the student who submits it. Plagiarism, allowing someone to plagiarize your work, or cheating of any other kind will result in a failing grade in the exercise or the course, as determined by the Computer Science Department. Further sanctions may be applied, as provided for in the University’s code of student conduct.

Students with disabilities are encouraged to meet with me as soon as possible, to discuss any needed accommodations.

**Some Important Dates**
- September 5 ................. Late Registration Fee Begins
- September 23 ............... Last Day to Add/Drop by Cyberbear
- September 23 ............... Last Day to Pay Fees/Finalize for late Registration
- October 14 ..................... Last Day to Drop/add by signature
- October 14 ..................... Last Day to Change Grade Option, Class Section
- October 28 ..................... Advising for Spring 2003 Begins
- November 4-19 ............... Spring Registration Begins
- November 11 .................. Holiday, Veteran’s Day
- November 27, 28, 29 ............ Thanksgiving Holiday
- December 6 .................... Last Day to Withdraw from all courses for Autumn 2002
- December 13 .................. Last Day to submit petitions to drop or change grading option

**Grading**
- 9 Assignments, (tentatively to be divided into 6 lab assignments and 3 homework assignments), 50%
- Final Project, 20%
- 3 Exams, 30%
- 1 Extra Credit Assignment, 5%

Scale:
- 100 – 90, A
- 89 – 80, B
- 79 – 70, C
- 69 – 60, D
- 59 or less, F
For the P/NP grading option, 70 or above is a passing grade.

Grades will be posted on the Web and/or a location to be announced. An assistant and I will try to post an updated list soon after we have new grades. You will be given a confidential code that will be associated with your posted grade.