CS 171.50: Communicating Via Computers - Online

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CS 171 Syllabus-- Fall 2002
Section 50 - Online

INSTRUCTOR
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*DO NOT Call Me At Home!!!
* I do not return phone calls, so do not leave a number for me to call.
* I read email all day, and I will answer your email messages.
* Please use CS171 in the subject line of any email messages you send to me.

ONLINE DELIVERY OF THIS COURSE
This course will be delivered completely online. We will not meet for lectures, and attendance during labs is optional. All of the material for this course is delivered via the Portal Blackboard System on the web.

Lab Schedule (Optional) : FA210 11:10-12:30pm Thursdays. The instructor and/or the TA will attend every Lab to answer any questions you may have.

WEBSITE
The URL to our online class is http://umonline.umt.edu
Your Username is your last name followed by the last 4 digits in your Social Security Number. Your Password is your 6 digit birthdate unless you have already changed your password.
(Example: username: mcwilliams1234 Password: 050373)

PREREQUISITES FOR THE COURSE
This course requires that you have basic computer knowledge. You should know how to use a floppy for backing up data and you should understand how the file system works (What a C: drive is, what a directory is etc.). You should also be somewhat familiar with the internet. If this is all completely new to you, you may want to look into the CS111 "Computer Literacy" course.

COURSE MATERIALS
TEXT :
The following books are required and are needed to complete homework assignments. They can be purchased at the UM Book Store or online at http://securebookstore.uc.umt.edu/ucbookstore/students.htm. They are shrink wrapped together as one purchase.

• Microsoft Word 2000 -- Comprehensive Concepts and Techniques - Shelly Cashman
• Microsoft Excel 2000 -- Complete Concepts and Techniques - Shelly Cashman
• Microsoft PowerPoint 2000 -- Complete Concepts and Techniques - Shelly Cashman

SOFTWARE :

If you are working at home, you will need either the Microsoft Office 97 Professional, 2000 Professional, or XP Professional. The books are designed for 2000 Professional, but you can complete the course with XP or 97. If you are going to purchase Microsoft Office, I would recommend that you purchase Office XP Professional because it is the newest product. Some of the instructions in the book may not match for Office XP, but you can do everything in XP. To access our web site, you will need a web browser (like Internet Explorer or Netscape etc.), a modem, and an internet service provider to connect you to the web (such as AOL, Bigsky.net and many others).
**If you are working in the labs on campus,** Microsoft Office 2000 Professional, Internet Explorer, and access to the internet will be provided. (This is why we are teaching Office2000 instead of Office XP. The labs on campus that we will be using have not yet converted to Office XP).

**COURSE GOALS**
The student will be able to use the application software to

- Create advanced word processing documents for effective communications including letters, flyers, and mail merge
- Create presentations using PowerPoint 2000
- Create effective spreadsheets

**ASSIGNMENTS, LABS, AND TESTS**
Assignments are to be completed by students in their own time. Communication with the instructor will be done primarily via e-mail. Tests will be online and open book, but you will only have a specified amount of time to complete the test. No make up exams will be offered without prior consent.

The scheduled lab time is time set aside for our class so that you can work on your assignments and get help if you are having any problems. You do not have to attend lab.

How do you hand in assignments? Assignments will be turned via the Digital Drop Box (which you will learn how to use). If any homework you turn in contains a virus, I will not even attempt to grade it. Check for viruses before you send in homework. PLEASE CHECK OUR WEB SITE ANNOUNCEMENTS OFTEN SO YOU ARE AWARE OF ANY CHANGES!!

Be sure to check the class schedule to see when homework is due. I will accept Late homework, but you will lose 10 points for every day it is late. Assignments turned in later than 1 week late will not be accepted under any circumstances.

Be sure to check your grade on our class website after each assignment. It is your responsibility to be sure that I have receive your homework. I need to know right away if there has been a mistake.

**GRADING (TENTATIVE)**
This course will follow the standard letter grade assignment policy of:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
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<tr>
<td>B</td>
<td>80% - 89%</td>
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<td>C</td>
<td>70% - 79%</td>
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<tr>
<td>D</td>
<td>60% - 69%</td>
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<td>F</td>
<td>&lt; 60%</td>
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</tbody>
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The grade will be composed of:

- 65% Assignments
- 17.5% Midterm Exam
- 17.5% Final Exam

**AVAILABLE LABS**
Our scheduled lab time is 11:10-12:30 on Thursdays in FA210. The instructor or TA will be available at this time for assistance.

Other General Use labs that may be available are:
University Center 225
Liberal Arts 242
Liberal Arts 240
Liberal Arts 206
Gallagher 209

The CIS help desk should have a schedule of the labs above and the times that they are available. Please allow a week
or so before you go in and ask because they are still finalizing the new lab schedules for this semester.

**USING YOUR OWN COMPUTER**

It is your responsibility for software compatibility if not using the labs.

It is your responsibility for getting your computer hooked up to the Internet. Your computer crashing is not an excuse for not turning in assignments.

**HELPFUL HINTS**

This can't be emphasized enough - keep checking the web site!! Announcements, Course Documents, help, and more important information will be added throughout the semester.

Make sure you turn in all your assignments!! Each homework assignment is worth 5% of your grade! If you do not turn in the work, you will not get a good grade. Don't wait until the last minute! Many of these assignments are long and if you get hung up, you won't have time to ask for help.

Backup all your assignments to a disk. (you may want to back up the disk also) If I do not have an assignment yours, you will have it without needing to redo it.

**CLASS CONDUCT: IMPORTANT!!!**

During online discussions and in email, you should be sure that everything you say is courteous and well thought out. Before submitting a question or response to a question, read through your message _twice_ and be sure that it includes enough detail for others to understand what you are asking or explaining. Be sure that what you wrote won't be offensive to others. Discussion and friendly debate is encouraged. Inappropriate language, rudeness, aggressive behavior, vulgarity, etc. will absolutely not be tolerated. Likewise, inappropriate language and/or obscenity should not be used in course work. Student discussion of assignments is encouraged, however the actual work on assignments should be done alone. Inappropriate behavior will result in loss of Blackboard privileges, and will be subject to consequences defined in the Student Conduct Code.

No food or drink of any kind in the labs. Abuse of computing resources (hardware, software, privacy of others, etc.) is a serious offense that may result in disciplinary action by the University and loss of computing privileges.

**CIS - THEY CAN HELP YOU**

Computing & Information Services is located in LA 139. They have a help desk, lots of information sheets you can take with you about operation of the computers, using applications, connecting to the Internet, lab schedules, etc. You can go in or call the help desk at 243-HELP. They are NOT there to answer questions about your lab assignments!!

**A COURSE ONLINE**

DON'T LET IT FOOL YOU - IF YOU ARE HAVING PROBLEMS VISIT THE INSTRUCTOR OR TA.
IT IS YOUR RESPONSIBILITY TO COMPLETE ASSIGNMENTS.
IT IS YOUR RESPONSIBILITY TO CHECK THE WEB SITE.
IT IS YOUR RESPONSIBILITY TO CHECK YOUR GRADES EACH WEEK.
IT IS YOUR RESPONSIBILITY TO PAY ATTENTION TO ANNOUNCEMENTS.
IT IS YOUR RESPONSIBILITY TO COMPLETE COURSE REQUIREMENTS.

**IS THIS FOR YOU?**

This course requires A LOT of independent work. If you feel that you would be more comfortable in a more traditional class setting, where you would have the ability to ask and get answers to questions immediately, there are two other sections of this course that are taught with both traditional lecture and lab times.

**HOW DO I GET STARTED?**

Go to our web site [http://umonline.umt.edu](http://umonline.umt.edu) and enter your username and password. Click on courses and go to our course. You will need to navigate around and get familiar with blackboard and our course. Read the Announcements.
then go to Assignments -- Assignment 1 and begin!!