

9-2004

CS 171.01: Communicating Via Computers

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THE UNIVERSITY OF MONTANA-MISSOULA
COMPUTER SCIENCE DEPARTMENT

COURSE SYLLABUS FALL 2004

COURSE NUMBER AND TITLE: Communicating via Computers 73683-CS-10, 11, 12

FALL SEMESTER: R~ 2:10-3:00 pm North Underground Lecture Hall 101 (Lecture)

M~1:10-3:00 pm Fine Arts 210 (Lab)

F ~2:10-4:00 pm Fine Arts 210 (Lab)

CREDITS: 3..... A rule of thumb 2-3 hours of outside work per credit

REQUIRED TEXT: *Microsoft Office XP Volume 1* PAMELA R. TOLIVER AND YVONNE JOHNSON
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COMMUNICATING VIA COMPUTERS: OFFERED EVERY TERM. THE USE OF THE COMPUTER FOR INFORMATION PRESENTATION AND COMMUNICATION; EMPHASES PLACED ON THE USE OF ELECTRONIC RESOURCES FOR THE ACCESS, MANAGEMENT, AND PRESENTATION OF INFORMATION

PREREQUISITE: PREVIOUS COMPUTER EXPERIENCE OR CONSENT OF INSTRUCTOR

FACULTY:

Kristine Vessey, M.Ed University of Montana 2003, second major Business Information Technology Education 2000, B.S. Accounting, University Of Montana 1999

Email: kristinevessey@aol.com

Phone: 406-243-5617 (Office)
406-543-0846 (Home)

Office Hours: M 11:00-1:00 pm
SS 404 F 1:00-2:00 pm
R 1:00-2:00 pm

CAMPUS LAB HOURS:

Go To: <http://www.umt.edu/it> > Facilities > Lab Hours

Most labs are equipped with Microsoft Office XP 2003

Mansfield Library 294, University Center 225, Liberal Arts 242

CIS help desk should have a schedule of the labs above and times available LA 139
(243-HELP)

BLACKBOARD:

Assignments and Syllabus Will Be Posted On Blackboard

Blackboard Sign-in and instruction go to > <http://umonline.umt.edu/studentsupport>

OTHER MATERIALS:

Blackboard, Independent and Group projects (to be announced), Internet, Office XP: Word, Excel and Power Point Programs, Lab Rules, Laboratory and Office XP Professional 2002 or 2003 Program Availability <http://www.umt.edu/it>. For personal home computers this software can be purchased from the University bookstore.

****You will need one 3.5" 1.44mb Floppy disk, IBM formatted or one 100MB Zip Disk PC formatted.**

STUDENT PERFORMANCE OUTCOMES:

Upon completion of this course, the student will: have knowledge of working with Blackboard (an online computer course tool), intermediate knowledge of Microsoft Office Word, Excel, and Power Point and should have become self-sufficient in the use of computers and software applications so that you can affectively use them for communicating. You should also have basic knowledge of protecting a PC and campus computers from viruses, and familiarity of the Internet and its copyright laws.

The student will be able to use the Word, Excel and PowerPoint software to create advanced word processing document for effective communications including letters, flyers and mail merge, create interesting and effective PowerPoint presentations and create meaningful spreadsheet applications.

COURSE OUTLINE:

Autumn Semester 2005

August 30 –September 5

Class Begins, Introduction, Protecting Computers From Virus, Internet Copyright Laws, Lab Rules, Blackboard Orientation

September 6- October 9

Word, Communicating w Word

October 10- November 10

Excel, Communicating w Excel

November 11-December 10

Power Point Presentation,

Communicating w Outlook,

Video Imaging

December 13-December 17

Final Examinations Week

ASSIGNMENTS:

Each week you will have one new reading assignment and must complete one task assignment. I will not accept emailed assignments only hard copies of your assignments. However, we will be working with Blackboard and you will be able to submit your homework assignments digitally on Blackboard. I will be instructing how to get onto your Blackboard early in your semester. I do advise you to save all of your assignments because we will be using one assignment from each Word and Excel to create a PowerPoint presentation.

All assignments will be posted to Blackboard and if you are absent, you can view your missed assignment on Blackboard. You may turn in a hard copy in class on Thursday or your lab on the previous Monday. You may also turn in an electronic copy to the Digital Drop Box in Blackboard, but no later than Thursday (absolutely no exceptions). I will not accept late assignments! I will not allow, "My computer crashed!" as an excuse for late homework! **You may drop one assignment without penalty!**

SCHEDULED LABS:

Your scheduled lab hours are listed above. These labs are set up to allow you to work on your homework while your instructor and lab assistant are available for individual help. You are not required to attend these labs and you may do your work on your own computers at home or at unscheduled lab times.

EXAMS:

You will have one midterm exam and final exam (each you will take on Blackboard). The date and time of exams will be announced in class and on Blackboard. You will also have one group PowerPoint Presentation as part of the final examination (details will be announced in class and on Blackboard). You will be turning your PowerPoint presentation in on floppy disks or Zip Disks marked clearly with your group number (if you would like your finals returned you must turn in a self-addressed stamped envelope with the disk). I will be choosing three of the best presentations to present in class.

MISSED EXAMS:

I will not give makeup exams with exception of a medical or family emergency! You must make prior arrangements with me if you are going to be out of town and you may locate a computer to access Blackboard on Internet.

STUDENT ASSESSMENT:

Performance

A
B
C
D
F

P
NP

Points System:

90-100%
80-89%
70-79%
60-69%
less than 60%

A, B, or C
D or F

Grade Weights:

Assignments	60%
Exams	20%
Group Final	20%

CLASS CONDUCT:

Students at the University of Montana are required to follow the University Student Conduct Rules (you may view these rules on University Web Site).

I WILL NOT TOLERATE:

Cheating

Plagiarism (University Rules on Catalog 2004-2005 Page 21)

Disrespect to the instructor or other class members (this includes talking)

Vulgar Language or any obscenity

Assignments with Inappropriate Pornography

Use of Lab Internet to View Inappropriate Pornography

Alcohol or illegal substance in the classroom

Either of these offenses will result in you being asked to leave!

POLICIES:

Incompletes can be received up to three weeks before the end of the semester if passing work is achieved and with regular attendance.

The last day to drop with a refund is September 20, 2004. The last day to drop without a refund is October 11, 2004. Review the University policy concerning late drops on the University Web Site. <http://www.umt.edu/catalog/acpolpro.tm#5>.

There are five circumstances under which a late drop might be approved: registration errors, accident or illness, family emergency, change in work schedule, no assessment of performance in class after the deadline. You must have documented justification for one of these circumstances.

View the standard policy on incompletes on University Web Site:

<http://www.umt.edu/catalog/acpolpro.htm#28>

CHALLENGED STUDENTS:

If you have a challenge, please notify the instructor at the beginning of the course with any special needs for this course. Your challenge must be "certified" by DSS.