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CS 111.02: Computer Literacy

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Computer Literacy Syllabus -- Fall 2000

Fall 2000

The University of Montana
Instructor: Sherri McWilliams
Document Date: Sept 5, 2000

Contacting Me

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  When you email me always put CS111 in the subject line. This way I know to check this mail right away.

- Office Hours: By appointment only

Online Delivery of This Course

This course was given a grant by the Commissioner of Higher Education to deliver it entirely over the web. What does this mean?

- This course will not meet for lectures or labs except for special circumstances.
- All of the lectures for this course are developed and posted on the World Wide Web.
- The labs are to be completed by the students in their own time.
- Communication with the instructor will be done primarily via e-mail.
- A Lab Teaching Assistant will be available for help at scheduled times.
- Tests will be given online at scheduled times. No make up exams will be offered without prior consent.

Website

The URL to our online class is http://www.cs.umt.edu/cs/courses/cs111
Don't worry if you do not know what this is because we will be covering it in our labs.

Textbooks Needed for This Course

- Computer Literacy Lab Manual (Available from the Instructor)
- The Right Phit, 7th Edition, Prentice Hall (*make sure the white sticker on the back lists the following*)
    - GRAUER: ESSEN WIN 95
    - GRAUER: ESSENTIALS OF WORD 97
    - GRAUER: ESSENTIALS OF EXCEL 97

Material Covered in This Course

- History of computers - PCs, mainframes, etc.

- How computers work, pieces, parts, etc.
- How to buy a good computer.
- Effectively surfing the Internet (how do I find what I'm looking for?)
- Communicating via e-mail and FTP.
- Using Applications such as Word and Excel.
- The language of computers -- how to communicate with other Nerds (Acronyms).
- Other special interest topics.

Video Tape Available from IMS

One of the assignments will be to watch "Triumph of the Nerds" a PBS special about the history of Microcomputers. Several showings of this video will be scheduled at IMS (in the Social Science Building). Watch the Special Announcements page of the course web site for dates and times.

Required Software for This Course

This course is developed around Microsoft Office. All assignments must be submitted in Office 95 or later formats. For the PC, Office 2000 is the latest version. For the Mac, Office 98 is the latest version. This software can be purchased for your home system through the University Bookstore for ~$199.95.

Can you use another application to complete the assignments? Probably not. If you think you can and hand in assignments that are not compatible, the score will be lowered.

Assignments are Submitted Electronically

How do you hand in assignments if you do not attend a classroom? All assignments will be submitted via email to the instructor. You will learn how to do this as the semester progresses.

What happens if a homework file doesn't get sent correctly? You will be able to discuss this with the instructor.

How do I see what I did wrong on an assignment? The instructor will send an e-mail outlining mistakes if you email and request it. Grades will be posted on the CS111 website.

What is Due, When?

On the course web page, a course schedule (calendar) is available. This is the most important web page to view on a regular basis. It will make notes of when assignments are due, when tests will be given, and when reading assignments should be completed.

- The class schedule is the most important page to track.
- The class schedule will give due dates for assignments.
- The class schedule will keep you current.

Late assignments will not be accepted in this course without prior consent.

How do I Track My Progress?

Grades will be posted on the CS111 website. You will be assigned a confidential random number which

will correspond to your grades.

Grading (Tentative)

This course will follow the standard letter grade assignment policy of:

- A -- 90% - 100 %
- B -- 80% - 89%
- C -- 70% - 79%
- D -- 60% - 69%
- F -- < 60%

The grade will be composed of:

- 35% lab assignments
- 20% each hourly exam (total 40%)
- 25% final project (comprehensive lab work)

A Course Online

- **DON'T LET IT FOOL YOU** - if you're having trouble, 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 PAY ATTENTION TO ANNOUNCEMENTS.
- **IT IS YOUR RESPONSIBILITY** TO COMPLETE COURSE REQUIREMENTS.

Labs Available in Which to Work

Our scheduled lab time is 5:40 - 7:00pm on Thursdays in LA 206. The instructor and a lab TA will be available at this time for assistance.

Other General Use labs that may be available are:

- Mansfield Library 284
- University Center 225
- Liberal Arts 242
- 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

In the labs, the following will be available:

- Windows NT 4.0
- Netscape Navigator/Internet Explorer
- Microsoft Word 2000

- Microsoft Excel 2000
- WS_FTP

It is your responsibility for software compatibility if not using the labs. Most of the tutorials have been written for these computers but this is not to discourage you from using your own system.

It is your responsibility for getting your computer hooked up to the Internet. How do you do this?

- First, make sure you have a modem with your computer. To tell, locate a place where a phone jack can be plugged. If one doesn't exist, you probably don't have a modem.
- Second, decide on which Internet Service Provider you want to use.
  - America On Line (AOL) or Earthlink- both are National ISPs
  - US West - Regional ISP, special pricing for UM students, probably cheapest for students, talk to CIS for information; they have a history of poor support.
  - BigSky - Local ISP call for information
  - Internet Connect Services - Local ISP call for information
- Third, speak to the ISP about hooking up. They get paid to assist you in linking to the Internet. Make sure to tell them what kind of computer you are using and make sure they can handle this kind.

Helpful Hints

- This can't be emphasized enough - keep checking the schedule and the announcements pages of the web site for information!
- 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.
- Each lab is designed to take 2 - 4 hours each week. Some people will spend more time, some people will spend less time.
- Assignments are turned in electronically, no paper!
- It is inappropriate behavior to copy other's work as listed in the University handbook.
- Lab room - LA 206
- NEVER turn the lab computers off.
- You'll need at least two 3-1/2" floppy disks; four if you wish to backup your data. Floppy disks can be purchased at the Bookstore on the first day of lab class
- Use a plastic carrying case to carry floppy disks!
- If you are having trouble, make sure to attend the assisted Lab Time to get help.

Available Tutors

The Teaching Assistant is available at the times specified on the schedule. Other tutors may be available--contact the Instructor for more information. The Teaching Assistant office hours will be announced shortly after class begins.

Policies - Important!

All assignments are due at specified times. Late assignments will not be accepted without prior approval.

Tests must be taken when scheduled. There is ample time allotted - an entire day.

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.

Inappropriate use of the English language in assignments/classes will not be tolerated.

Student discussion of assignments is encouraged, however the actual work on assignments should be done alone.

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. They also have a help desk. You can go in or call the help desk at 243-HELP. Check out the CIS office to see what they have that can help you. They are **NOT** there to answer questions about your lab assignments!!

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 is another section of this course that is taught with both traditional lecture and lab times.

2000 Fall Semester Schedule
Computer Literacy - The University of Montana

Instructor: Sherri McWilliams
Document Date: Sept. 5, 2000

Week/Date	Assignment	Due
Week 1 Sept 5-8	• Read Chapter 1 of text • Review Lecture 1 • Complete Chapter 1 of Lab Manual	• Nothing

Week/Date	Assignment	Due
Week 2 Sept 11-15	• Read the Image Bank section before Chapter 2 • Read Chapter 2 of text • Review Lecture 2 and 3 • Begin Chapter 2 of Lab Manual	• Nothing

Week/Date	Assignment	Due
Week 3 Sept 18-22	• Read Chapter 3 of text • Review Lecture 4 • Begin Chapter 3 of Lab Manual	• Lab Manual Chap 1 and 2 must be completed by Friday Sept 22 - 5:00pm.

Week/Date	Assignment	Due
Week 4 Sept 25-29	• Read Chapter 7 of text • Begin Chapter 4 of Lab Manual • If you haven't watched the video series yet, get it done this week. • **9/25 Last Day to Drop/Add by Dial Bear or Cyberbear - Autumn 2000**	• Lab Manual Chap 3 must be completed by Friday Sept 29 - 5:00pm.

Week/Date	Assignment	Due
Week 5 Oct 2-6	• Review material for the test. • Begin Chapter 5 of Lab Manual	• Lab Manual Chap 4 must be completed by Friday Oct 6 - 5:00pm.

Week/Date	Assignment	Due
Week 6 Oct 9-13	• **Take Exam 1**; Oct 10, 10:00AM - 10:00PM • Begin Chapter 6 of Lab Manual	• Lab Manual Chap 5 must be completed by Friday Oct 13 - 5:00pm.

Week/Date	Assignment	Due
Week 7 Oct 16-20	• **10/16 Last day to drop/add (No $$$ Back) Autumn 2000** • Read Chapter 4 of text • Begin Chapter 7 of the Lab Manual • Review Lecture 5	• Lab Manual Chap 6 must be completed by Friday Oct 20 - 5:00pm.

Week/Date	Assignment	Due
Week 8 Oct 23-27	• Read Chapter 5 of text • Begin Chapter 8 of the Lab Manual • Review Lecture 6	• Lab Manual Chap 7 must be completed by Friday Oct 27 - 5:00pm.

Week/Date	Assignment	Due
Week 9 Oct 30 - Nov 3	• Read Chapter 6 of text • Review Lecture 7	• Lab Manual Chap 8 must be completed by Friday Nov 3 - 5:00pm

Week/Date	Assignment	Due
Week 10 Nov 6-10	• Lab #9 • To help out, read Rob (Not-Bob)'s "Newbie's Guide to Buying a New Personal Computer: 1998" • Don't always think you need a Windows PC. Check out "Why Macintosh?"	• Nothing

- **11/7 Election Day Holiday**
- **11/10 Veteran's Day Holiday**

Week/Date	Assignment	Due
Week 11 Nov 13-17	• Lab #10	• Lab #9 due Nov 17 - 5:00pm.

Week/Date	Assignment	Due
Week 12 Nov 20-24	• The final will be posted and available from the tests section on Nov 20th. Start working on it. • **11/22 - 11/24 Thanksgiving Vacation**	• Nothing

Week/Date	Assignment	Due
Week 13 Nov 27 - Dec 1	• Lab #10	• Nothing

Week/Date	Assignment	Due
Week 14 Dec 4-8	• **Take Exam 2**; Dec 5th, 10:00AM - 10:00PM • **12/8 LAST DAY TO WITHDRAW**	• Lab #10 will be due Dec 12 by 5:00 pm. • NOTE: **Tuesday!**

Week/Date	Assignment	Due
Week 15 Dec 11-15	• Work on your final exam. • **12/15 - LAST DAY FOR DROP PETITION**	• Lab #10 due Dec 12th **TUESDAY** by 5:00pm

Week/Date	Assignment	Due
Week 16 Dec 18-22	• Work on your final exam. • **Final Exams - 12/18 - 12/22**	• **Final due** by 5:00 P.M on **Tuesday**, Dec 19th