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CS 111.01: Computer Literacy

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The University of Montana

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Computer Literacy (CS111-01) Syllabus

Fall 2000

The University of Montana

Instructor: Joseph D. Zeiler

Course Information:

- Classroom: Social Science 344. Class meets Monday and Wednesday 3:10-4:00pm
- Lab meets Friday in LA242 from 3:10-5:00pm (**Note:** Lab is optional, but the laboratory assignments must be completed on time. The TA will be there during the lab to help students with the laboratory assignments.)

Contact Information:

- Electronic mail (e-mail) will be the preferred way to contact the instructor for this course. List in the subject line of your e-mail CS111. This will automatically place your e-mail in the class inbox. If this is not done, it will delay the response. I am also available during office hours and by appointment only.
 - Office: SS302
 - E-mail: zeiler@cs.umt.edu
 - Phone: 406-243-4858
 - Office Hours: MWF (8am-10am)

Teaching Assistant: Daphne Felker

- E-mail: felkerton@aol.com

Website

The class website will provide class notes, assignment schedule, syllabus, and any addition assignment information for this course as a resource for help. We will have a small assignment in the future to learn how to access this resource. This assignment will specify the location of the web site and teach you how to use it. This assignment will be handed out in class in the near future and will be explained more fully then.

Textbooks Required 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.

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

The first couple of assignment can be handed in at the beginning of class on the due date. After that, all assignments will be submitted electronically to the instructor. Assignments that are late will not be accepted unless set up with the instructor before the due date, or in the case of severe hardship. Either case must be discussed with the instructor, and the instructor will determine whether or not the circumstance merits an extension. Grading of this form of assignment could result in a reduction in points to the final grade.

The instructions for each assignment will describe what to submit to the instructor. This will include whether or not the assignment must be typed, e-mail or paper, the due date and time, and the format of the responses to the questions.

If you have questions concerning the grading of an assignment, contact the instructor either via e-mail, during office hours, or set-up an appointment.

What is Due, When?

On the course web page, a course schedule will be 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. Assignments that are handed-out in class will also contain these due dates well in advance.

Late assignments will not be accepted in this course without prior consent or in the case of severe hardship as discussed in the previous section.

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)

Labs Available in Which to Work

Our scheduled lab time is 3:10 - 5:00pm on Fridays in LA 242. The lab TA will be available at this time for assistance. The instructor will be available via e-mail, office hours, and by appointment to help the students with the labs.

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.

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.

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 or other material 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.