

University of Montana
ScholarWorks at University of Montana

Syllabi

Course Syllabi

9-2002

CS 171.02: Communicating Via Computers

Michael L. Morgan

University of Montana - Missoula

Let us know how access to this document benefits you.

Follow this and additional works at: <https://scholarworks.umt.edu/syllabi>

Recommended Citation

Morgan, Michael L., "CS 171.02: Communicating Via Computers" (2002). *Syllabi*. 2708.
<https://scholarworks.umt.edu/syllabi/2708>

This Syllabus is brought to you for free and open access by the Course Syllabi at ScholarWorks at University of Montana. It has been accepted for inclusion in Syllabi by an authorized administrator of ScholarWorks at University of Montana. For more information, please contact scholarworks@mso.umt.edu.

The University of Montana – Computer Science Department

CS 171 Section 2 – Communicating via Computers

Fall 2002 Syllabus

Class Meetings:	2:10 pm – 3:30pm Tuesdays in SS344 2:10 pm – 3:30pm Thursdays in FA 210 (scheduled lab)
Instructor:	Michael L. Morgan
Office:	Corbin 346
Phone:	406-543-1928
Web Page:	http://www.cs.umt.edu/CS/COURSES/CS171-02/
Email:	mlmorgan@cs.umt.edu
Office hours:	4:00 pm – 5:00pm Mondays 3:30 pm – 4:30pm Tuesdays and Thursdays
Prerequisites:	Previous computer experience

Required Text and Materials

Text:

Advantage Series for MS Office 2000, Hutchinson-Clifford-Coulthard, McGraw-Hill/Irwin. This series contains the following textbooks:

- **Word 2000** (complete edition)
- **Excel 2000** (introductory edition)
- **Power Point 2000** (brief edition)

Software:

This course is developed around *Microsoft Office 2000*. We will be working on *Word 2000*, *Excel 2000*, and *PowerPoint 2000*. This software can be purchased from the University Bookstore.

You will need two 3.5" 1.44mb Floppy disk, IBM formatted.

Course Goals

The goal of this course is to make you self-sufficient in the use of computers and software applications so that you can effectively use them for communications. 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
- Create spreadsheets

Assignments

You will have to complete at least one assignment each week. Even though this is a computer-based course, I will not accept assignments electronically (via e-mail). You are to give me printed copies of your assignments. But do not delete your work and files until the end of the semester (I might be able to give you suggestions and hints on how to make your work better).

Handouts will be given in class, so be sure to get these from a class-mate or me if you are absent.

Important: This is a three-credit course. A rule of thumb is that between two and three hours of outside work will be spent per credit. **DO** not expect to complete all your assignments in the scheduled lab time. You may have to use other labs to complete your assignments, in your own time.

General Use Labs that may be available are:

Mansfield Library 284, University Center 225, Liberal Arts 242

The CIS help desk should have a schedule of the labs above and the times they are available.

I will not accept late assignments (unless an emergency arises and you talk to me about it)

Scheduled Labs

The Thursday labs are set up to allow you to work on your homework and projects. I encourage you to come (especially if you are having trouble), although it's not required unless I state otherwise in class. Remember that there is simply not enough room in these labs for everyone in class at one time. You will have to use other labs in your own time to finish your assignments. My TA and I will be available in the scheduled labs to provide one-on-one assistance with homework, etc.

Exams

You will receive a comprehensive final exam project on Dec 3. This will test you on all the material we have covered this semester. The project will be due on Dec 18th, 2002 at 5:20pm – the scheduled final exam period (the room where we shall meet will be announced later).

There will be two mid term exams. The first one will test you on all the material covered in *Word 2000* and the second exam will test you on topics covered in *Excel 2000* and *Power Point 2000*.

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 less than 60%

The grade will be composed of:

- Assignments 50%
- Exams 30% (15% each)
- Final Project 20%

Class Conduct

Please adhere to the following guidelines:

- Cheating or copying someone else's work will not be tolerated. Offenders will be prosecuted to the fullest extent of the University Student Conduct Rules.
- Assignments are to be done individually. Asking others for assistance is acceptable and encouraged. Having someone else do your work or copying someone else's work is not.
- You are responsible for your own work and mastery of the skills involved.
- Due dates will be strictly followed – late assignments will not be accepted
- If you must arrive late or leave early – please do so quietly
- If you don't plan on paying attention – don't come
- If you cause disruptions in class or lab – I will ask you to leave
- Obscene or vulgar language in class and in assignments will not be tolerated – I will not grade assignments if they contain vulgar, obscene or inappropriate language.
- It is your responsibility for software compatibility if you are not using the UofM lab computers. If your computer crashes, it is your responsibility to get your work done. Your computer crashing is not a valid excuse for not turning in an assignment on time.

Policies

- Incompletes will only be assigned if the student has “been in attendance and doing passing work up to three weeks before the end of the semester.”
- The last day to drop with a refund is Sept. 23; the last day to drop without a refund is Oct 14. Review the University policy on late drops on page 19-20 of the course catalog.
- If you have a disability, you should notify the instructor at the beginning of the course. Disabilities must be "certified" by DSS.