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CS 171.01: Communicating Via Computers

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The University of Montana – Computer Science Department
The University of Montana
– Computer Science Department

CS 171 – Communicating via Computers

Section 1

Fall 2002 Syllabus

Class Meetings: 3:10 pm – 4:00pm Mondays and Wednesdays in
SS344

Labs (optional): 3:10 pm – 4:00pm Fridays in FA210

Instructor: Raj Mohan Rao

Office: Social Sciences 306

Phone: 406-243-2059

Email: raj@cs.umt.edu

Class website: <http://cs171-umt.cjb.net/> or

http://www.geocities.com/cs171_umt/

Office hours:

Regular office hours:

Monday, Wednesday and Fridays : 2:00 p.m to 3:00 p.m

I will be around at other times during the week. So, if the door is open, come on in. I will also be happy to meet you by appointment. Schedule a time by email or phone.

Prerequisites: Previous computer experience
Use of Windows 95 or 98
Basic use of the Internet

Required Text and Materials

Text

This series contains the following textbooks:

Shelly Cashman Series published by Thompson Learning
Word 2000 (comprehensive edition)

Excel 2000 (complete edition)

Power Point 2000 (complete edition)

Materials

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

To download the data files needed for the assignments you will have to follow instructions given on the last page of each text book (the inside jacket).

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. Its not essential for you to have this software, but it will allow you to work from home and not use the labs.

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 and slide shows to effectively put across their ideas to a larger audience

Create spreadsheets to track data

Assignments

You will be given 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). Assignments are due at beginning of each Monday's class following the week that they were handed out to you.

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, 240, 206 and Fine Arts 210

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 Friday's 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 its 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. 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 17. This will test you on all the material we have covered this semester. The project will be due on Dec 17, 2001 at 1:10pm – the scheduled final exam period (the room where we shall meet for the finals is SS344).

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

Exams

Final Project

All of the above will contribute equally to your final grade.

Class Schedule

CS171 – Section 1

This is a tentative schedule

Week No. Dates Application being studied Projects to be covered

1 Sep 1 – Sep 7 Word 2000 1,2,3,4,5,6,7

2Sep 8 – Sep 14
3Sep 15 – Sep 21
4Sep 22 – Sep 28
5Sep 29 – Oct 5
6Oct 6 – Oct 12
7Oct 13 – Oct 19 14th – Review,
16th – Test 1 and project due
8Oct 20 – Oct 26 Excel 20001, 2, 3, 4
9Oct 27 – Nov 2
10Nov 3 – Nov 9
11Nov 10 – Nov 16 PowerPoint 20001,2,3,4
12Nov 17 – Nov 23
13Nov 24 – Nov 30 Thanks giving break,
class on Monday 25th - review
14Dec 1 – Dec 7 Web Essentials
15Dec 8 – Dec 14 Final Projects Due Group 1 Presentation
16Dec 15 – Dec 21 Group 2 Presentation

Final Exam Date: 17th December 2002, 1:10pm to 3:10pm

Other Important Dates

Sep 23 Last day to add/drop by cyberbear for fall 2002
Sep 23 Last day to pay fees/ finalize for late registration – fall 2002
Oct 14 Drop/Add without refunds
Oct 14 Last day to change grade option, etc
Nov 4 – 19 Spring 2003 registration begins
Nov 5 Election day holiday
Nov 11 Veteran's day holiday
Nov 27 – 29 Thanks giving holiday
Dec 6 Last day to withdraw for fall 2002
Dec 13 Last day for drop/grade option petitions
Dec 16 – 21 Final Exams – Fall 2002

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.