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CS 172.02: Introduction to Computer Modeling

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University of Montana - Missoula

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Demme, John, "CS 172.02: Introduction to Computer Modeling" (2002). *Syllabi*. 2705.
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Instructor: John Demme
Office: Social Science 404
Office Hours: TR 2:30 – 3:30 PM and by appointment
E-mail: cs172@photo-comm.com
Phone: 243-5605 Call ONLY during office hours ONLY if it is extremely important. **DO NOT LEAVE MESSAGES.**
TA: Jeff Mueller, jam655@hotmail.com,
Office: SS 405
Hours: M: 2-3, T: 2-3:30, W: 2-4, F: 2-3
Lab: W: 4-5 FA 210



Class Website: www.cs.umt.edu/CS/COURSES/CS172-02
Class: Social Science 344 TR 3:40 – 5:00 PM
Lab Fine Arts 210 W 4:10 – 5:00 PM

Text/Materials:

1. Adamski/Finnegan/Hommel, New Perspectives on Access 2000 Comprehensive, Course Technology, Inc., 1999. ISBN-076007089X
2. Parsons/Oja/Carey, New Perspectives on Microsoft Excel 2000 Comprehensive, Course Technology, 1999. ISBN-0760070865

At least 2 floppy disks and a floppy carrying case may be needed. Students using the campus computer labs should save their data to the floppy not the computer you are working on. Someone using the same computer may remove it or copy it (see cheating). A second floppy should be used as a backup.

Topics:

Major time: Excel and Access
Minor time: Word and PowerPoint

Prerequisite:

Previous computer experience and MATH 100 or equivalent score on math placement test, or consent of instructor is expected. It is expected that the student will have a basic knowledge of the use of a microcomputer. A basic understanding of the windows interface is also expected. In particular the student should know how to save, copy, delete, move, etc. files and should be familiar with a browser (this will be reviewed in class). No prior knowledge or experience in the use of a database or spreadsheet is required. **Be advised**, if the student does

not have the prerequisites then the instructor is not responsible for helping the student acquire this material.

Course Purpose/Objectives for Word:

A basic overview of some of the most used operations of Word will be covered with a review of file management, editing and formatting. This is intended to be a review so everyone has a similar understanding of Word.

Course Purpose/Objectives for Excel:

In this course, students will learn the most important topics of Microsoft Excel 2000 and many advanced topics. They will include the purpose of the spreadsheet, the ability to create, edit, and format spreadsheets, create formulas, use certain functions, create charts, do business related analysis, work with data lists, create and edit macros, create pivot tables and charts, and display your worksheets on the Web.

Course Purpose/Objectives for Access:

1. Demonstrate the value of using a Database Management System to store and retrieve information.
2. Understand the basic design and implementation strategies for the development of online databases.
3. Develop a working knowledge of a particular Database Management System (in this case, Access 200).
4. Develop sophisticated queries and reports based on the database.
5. Learn how queries and reports can support the business decision-making processes.
6. Develop Data Access Pages providing Internet access to databases.
7. Learn how to export data from the database to an HTML file accessible over the Internet (WWW) or Intranet (local).
8. Use the database to integrate with other programs such as Word Processing and Spreadsheet.

Course Purpose/Objectives for PowerPoint:

Gain a basic understanding of the functions of PowerPoint to create a presentation. NOTE: This topic will be covered as an added benefit to the course, time permitting.

Grades:

Student evaluation percentages:

Homework and test (worth 2 HW)	45%
Midterms (2)	30%
Final Project	22%
*Performance assessment by instructor	03%
Total	100%

Grade percentage range:

- A – 90 - 100
- B – 80 - 89
- C – 70 - 79
- D – 60 - 69
- F – 59 or less

P/NP – pass/no pass, 70 or greater is passing determined by Computer Science department policy, which is a C or better.

*Note: Performance assessment by instructor will be an objective and subjective determination of a student's work performance and diligence to perform to the best of their ability.

Attendance Policy:

You are expected to attend all classes on time. If you do not attend a lecture, **you** are responsible to learn what you missed. This includes any changes regarding assignments, exams or any other course related material. Information disseminated in class may not be in the texts books. The instructor is not responsible for helping the student acquire material missed due to cutting class. So, miss classes at your own risk. Exceptions that the instructor will deal with are illness (documented by a doctor), death in the family, unforeseen work conflict, or some other unforeseen reasonable disaster.

Late assignment policy:

Late assignments will not be accepted. The answers may be posted, or discussed in class. Assignments will be due at 2:00 PM before classes for electronic submissions, at the beginning of class (the first 5 minutes, cutting class won't help) for hard copies or times as specified by instructions for the assignment. All assignments will state due date and time for clarity. This information will also be posted on the class website. Assignment due times are subject to change which will be set during class. If you miss class, it is your responsibility to get information about changes (read Attendance Policy). NOTE: If there is a conflict of due dates (e.g. due date on website differs from due date on assignment), check with the instructor for clarification and correction when assignments are assigned.

Missing exams:

If you miss an exam because of illness (documented by a doctor), death in the family, unforeseen work conflict, or some other unforeseen reasonable disaster, a make-up exam will be scheduled. It may or may not be of the same type. Instead of a written test, it may be oral or a lab type. The instructor, time, and other circumstances will be the determining factor.

Final project:

Presentations of final projects will be the last week of classes and the final exam time slot. Final projects (hard copy and/or soft copy) are due by the beginning of the final test scheduled time slot for this class and section. It is mandatory that all students attend project presentations; attendance will be taken. Students will fill out an evaluation sheet for each presentation, which will be used in conjunction with the instructor's evaluation for grading the projects (this is subject to change due to time constraints). The evaluations will not be the only grading factor. Each student will be allowed 3.5 minutes for his or her presentation. This class has a choice of Monday or Tuesday for the final. The choice will be made, with your input, by the second week of classes. No other changes can be made to the time or day of the final.

Collaborating /Cheating:

Students are encouraged (under most circumstances) to help each other, study together, and get assistance from TAs and instructors. This type of collaboration is acceptable in this class. **However, any and all work handed in by a student must be the unique work of that student.** The exception to this rule would be team projects (assigned by the instructor). Any assignments copied (plagiarized) from other students or published sources (including the internet) will receive a zero and be dealt with according to the Student Conduct booklet. Any further attempts at cheating may result in falling the course.

Class Conduct:

Profanity, obscenity, racial slurs and hate related remarks will not be tolerated in class or on assignments. You will be

expected and required to act as good, responsible, respecting adults by this society's standards.

Late drop from class policy:

You should read "Academic Policies and Procedures" in the University of Montana 2002- 2003 Catalog for full details on dropping and adding courses. Note:

Beginning the thirty-first (31) instructional day of the semester through the last day of instruction before scheduled final examinations, students must petition to drop, add, and make changes of section, grading option, credit or audit status. The petition form must be signed by the instructor of the course and the student's advisor and in the case of drops only, by the dean of the student's major.... There are no refunds or deductions in fees for courses dropped, and the instructor assigns a grade of WP (withdrew/passing) if the student's course work has been passing or a WF (withdrew/failing) if the course work has been failing.... Documented justification is required for dropping courses by petition....

A "recommended" and "not recommended" check box is located on the Drop/Add form. Any drops requested by a student with a failing grade will have the not recommended check box checked if the instructor feels the drop is used as a means of protecting grade point average and the student did not perform adequately. Also note that there may be financial aid implications.

Incompletes:

Again, see the catalog for details. "Incomplete for the course is not an option to be exercised at the discretion of students. In all cases it is given at the discretion of the instructor...." Some guidelines for receiving an incomplete are listed in the catalog which include having a passing grade up to three weeks before the end of the semester and being in attendance. "Negligence and indifference are not acceptable reasons." Also note that there may be financial aid implications.

Disabilities:

Students with disabilities should notify the instructor at the beginning of the course. Disabilities should be "certified" by DSS.

Communication:

Communication is vital to solve class-related problems or personal problems that affect your scholastic performance. Talk to me before problems become insurmountable or lead to failing the course. If I can't help you, I may be able to direct you to someone who can, or to a University service.

Advice:

Don't fall behind in your work. It is much more difficult to do a lot more later than a little now. Schedule your time wisely to do your work but allow time for fun and relaxation. Life is short, so enjoy it, but don't waste it.

General tentative course schedule:

Week 1 – syllabus, intro on computers, modeling, assign. 1
 Week 2 – Word, assign. 2, final exam time decision
 Week 3 – Excel, assign. 3
 Week 4 – Excel, assign. 4
 Week 5 – Excel, test (5,6), assign. 7 the test is worth 2 assignments
 Week 6 – Excel assign. 8
 Week 7 – Excel, midterm, project description due
 Week 8 – Access, assign. 9
 Week 9 – Access, assign. 10, project outline due
 Week 10 – Access, assign 11
 Week 11 – Access, assign. 12, project status report due
 Week 12 – midterm, Excel, assign. 13 - or midterm, PowerPoint, assign. 13,

project rough draft due – if you don't have much at this point you may be in deep do-do

Week 13 – Excel, PowerPoint, assign. 14 - or PowerPoint, Excel, assign. 14

Week 14 – final project presentation

Week 15 – final project presentation

Final exam day and time: Monday, Dec. 16 or Tuesday, Dec. 17 at 3:20 pm to 5:20 pm.

NOTE: the (1) worst assignment grade of assignments done before the first midterm will be dropped (the test is not considered an assignment). The (1) worst assignment grade of assignments done after the first midterm will be dropped. In other words, 2 assignments can be missed or dropped (as specified) and will not hurt your grade. Any others missed for any reason will result in a zero for that assignment. This includes any assignments missed for **any** reason, illness (documented by a doctor), death in the family, unforeseen work conflict, or some other unforeseen reasonable disaster.

Class Website:

The class website will contain the class information, syllabus, assignments and assignment due dates, changes to class schedule, class notes, etc. You should visit the site on a regular basis (at least once a week). Grades will be posted on the site so you can keep track of your progress and see how you rate relative to others. Individuals will be anonymous and will receive a confidential random code to reference their grade.

Important dates:

Sept. 23 – last day to add/drop to receive a full refund

Oct. 14 – **last day to add/drop** no money back

Nov. 5 – Election Day, no classes

Nov. 11 – Veteran's day, no classes

Nov. 27-29 – thanksgiving vacation

Dec. 6 – last day to withdraw

Dec 13 – last day for drop/grade option petitions

Dec 16-20 – final exams

Campus computer lab schedule:

FA – Fine Arts 210

LA – Liberal Arts 206

Mon – 8:00 am – 8:00 pm

Thu

Friday 8:00 am – 5:00 pm

Sat – Sun CLOSED

University Center 225

Valid Griz card required

Mon – Thu 8:00 am – 11:30 pm

Friday 8:00 am – 5:00 pm

Sat – Sun CLOSED

Liberal Arts 242

Liberal Arts 240

Mon – Thu 8:00 am – 11:30 pm

Friday 8:00 am – 8:00 pm

Sat 9:00 am – 8:00 pm

Sun 9:00 am – 11:30 pm

Davidson Honors College 119

Griz card required

Schedule varies, call 243-2541

Gallagher 209

Mon – Thu	7:30 am – 10:00 pm
Fri	7:30 am – 5:00 pm
Sun	12:00 pm – 10:00 pm