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CS 172.02: Introduction to Computer Modeling

Melissa Elizabeth Holmes
The University of Montana

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CS 172 - Introduction to Computer Modeling

Classroom: CP109
Optional Labs: LA 206 – 11:10 to 12:00 PM – T, Th
Instructor: Melissa Holmes
email: mholmes@selway.umt.edu
Phone: 243-5770
Office: Social Sciences 404
Office Hours: Labs and by appointment
Text: Mastering Today's Software (5 books)
Webpage: <http://www.cs.umt.edu/CS/COURSES/CS172-holmes/>

Objectives: To learn the fundamentals of: Microsoft Windows 95/98/NT, Microsoft Office 97, and several modeling strategies. By the end of the semester you should be able to effectively use Office applications as modeling tools.

Overview:

Introduction and Syllabus

Operating Systems (Windows 95/98/NT)

- A bit of history – punch cards, command line
- GUI – Graphical User Interface – Interaction modes, WIMP (windows, icons, menus, pointers)
- 4 major functions: File Manager, Print Manager, Interface Manager, Process Manager

Microsoft Office (97/2000)

- Word – Document, Formatting, Homework Format
- Excel – Spreadsheet, Labels and Formulas/Functions, Simple Charts/Graphs
- Access – Database, Table, Query, Forms, Reports
- Powerpoint – Presentations, Background, Colors, Animation, Sound, Notes

Modeling

- Definitions and Background
- 5 Phases

Lab: The scheduled labs will be used partly for instruction, partly as a time in which to ask questions and get help on homework. A teaching assistant will play a key role in lab instruction.

Homework: Almost every week will have one or more homework assignments. Assignments will generally be assigned each Monday and will be due the following Monday by 1:00 p.m. (See the section on Late Course Work.) The time required to complete an assignment varies from student to student and from assignment to assignment. Be prepared to spend more time than you expect. Also, if you must depend on a "lab" computer, you may find them in high demand, so don't make your plans contingent upon getting a seat at a computer exactly when you need it.

Exams: The first set of exams (one "take-home" and one "in-class") will cover the overview of Windows, Word, Excel, Access, and Powerpoint. The next set of exams will be given after doing some modeling. The last "exam" will be a modeling project of your choosing and a cumulative written final (during Finals Week).

Grading: Tentatively, coursework will be graded as follows:

Homework: 150 points
Exams: 200 points
Final Project: 150 points

Exams and the Final Project are graded more strictly than homework.

Late Course Work: Course work is due by a specific time on a specific date. Homework may be turned in for partial credit for up to one week after the due date. Late submissions are penalized 10% per day, up to 50%. **Give late work to me, so I can note the date I received it: otherwise the maximum (50% off) applies.**

Copying / Cheating / Collaborating: Except for projects, you must do your own work. You may seek explanations and examples from other students, from teaching assistants, and from teachers. However, the end product must be the result of your individual efforts. And under no circumstances should you provide another student with your work, or parts of your work. The penalties for cheating are severe (see the Student Conduct booklet), so don't get involved in it!

Attendance: University of Montana students are expected to attend all classes. If you do not attend a lecture, you alone are responsible for learning the material you missed, and for keeping yourself informed about changes regarding assignments, exams, and other course-related activities.

Class Conduct: You are expected to be quiet and attentive during lectures. Please arrive to class on time and remain in class until dismissed. If for some reason you must arrive late or leave early, please do so without disrupting the class. Inappropriate language, aggressive behavior, vulgarity, etc. will not be tolerated. Likewise, inappropriate language and/or obscenity should not be used in course work.

Miscellaneous Good Advice:

- Acquaint yourself with various computer labs on campus (Liberal Arts, University Center, Gallagher Business Building, Library, and others.)
- Buy at least two floppy disks and a carrying case, so you can keep copies of all your homework.
- Save your returned, graded homework, and verify that your grades were recorded properly on the posted gradesheets.
- **LEARN BY DOING!**

Assignment #1

Due Monday, September 11, 2000

Part 1. Know at least one way to do each of the following:

- Start a program
- Switch between programs
- Find a File or Folder
- Create a Folder
- Change the Name of a File or Folder
- Copy a File or Folder
- Move a File or Folder
- Retrieve Deleted Files
- Empty the Recycle Bin

Part 2:

Using Notepad, create a file consisting of your name, academic interests and level of experience with computers, Windows, and Microsoft Office. Also write about why you are taking the class and what you hope to get out of it.

Determine the size of the file above.

An email address is required for this class. If you do not have an email address, find out how to obtain a selway address, or use one of the many free email services available on the Internet.

Attach the file you created (above) and send me an email message with CS172 Fall2000 as the subject line.