

Computer Science COMP156

Instructor: Ken Anderson

Web page: <http://maintaindata.com/camosun-comp-156/> This course is not advertised on my website. Therefore, if you forget the above link, go to <http://maintaindata.com>, click on "Site Map", and then click on "Camosun COMP 156".

Office: Ewing 308

Office Hours: I'll usually arrive at my office between 11:00 and 11:15 AM, and will usually leave between 2:30 and 3:00

Email: ken.anderson@maintaindata.com

Lectures: 6 hours per week

Labs: 4 hours per week scheduled. (Plan to spend about double that time or another 10 hours outside of class and lab time.)

Description This course is designed to introduce the student to the basic concepts of the computer: how it functions, its components, and what kind of work it can do for you. The course can be thought of as consisting of two parts: Computer Concepts lectures, and practical "hands on" labs.

Lecture Topics

- Computer literacy: What is it and why is it important?
- Computer hardware: Understanding the parts.
- The Internet: Making the most of the Web's resources
- Application software: Programs that let you work and play
- Using system software: The operating system, Utility programs and File management.
- Understanding and assessing hardware: Evaluating your system needs.
- Networking and security: Connecting computers, security, privacy, hackers and malware.
- Mobile computing: Staying connected to data as you move.
- A closer look at system hardware: Binary and computers, CPU details, cache, RAM, busses. Faster CPU's how do they do it?

Lab Topics

Each week there is a lab assignment that provides hands-on experience in the following topics:

- Introduction to Microsoft Windows XP and Office 2007
- Using e-mail
- Managing files on a computer and a computer network
- Internet browser basics
- Word processing using Microsoft Word

- Spreadsheets using Microsoft Excel
- Presentation software using Microsoft PowerPoint
- Web Pages using html, scripting languages.

Course Materials

Purchase course materials package at Camosun Bookstore.

The textbook for this course is “Technology in Action: Introductory 6th Edition”.

The lab materials for this course are on: MyITLab Office 2007

The course will cover material in Chapters 1-9 of “Technology in Action”. Labs will include: Use of Windows XP, Word, Excel, and PowerPoint, plus an Internet project. There may be additional material in the course that is not in the textbook but will be provided in class or in the lab materials.

Grading : The final course grade will be computed as follows:

Weekly Lab Assignments	30%
Mid-Term Exams	30%
Class Project and Oral Presentation	10%
Final Exam	30%

There are no makeup exams. If you fail to attend a mid-term, practical exam, or the final exam without a valid reason, you will be assigned zero for missed exams. Please discuss with the instructor any special circumstance prior to any scheduled exam or quiz.

Oral Presentations

Students will do an in-class presentation during the course. Presentation topics must be related to the course material and can include related material of interest to the student, subject to the approval of the instructor. Details of this will be provided later.

Labs

Labs are intended to provide practical experience in the material covered in the lectures and to provide practical knowledge in the use of the Windows XP, Word, Excel, PowerPoint and HTML. The lab session is an opportunity for you to discuss with the instructor your progress or problems in completing your assignment. You should have made some attempts or progress in the assignment before coming to the lab session.

Labs should be submitted by the due date. If you have a valid reason for being unable to complete an assignment on time, contact me prior to the due date to make arrangements for late submission. I typically do not accept late assignments unless you have discussed this with me and we have agreed on an extension for you. Practical Lab exams require attendance in the lab section you are assigned. You will be given practical exercises to complete and submit during the lab time. Lab assignments and exercises are 30% of your final mark.

Quizzes

Quizzes may be held in class at the end of each chapter to provide a review. There is no make-up if you miss a quiz. The best way to prepare for a quiz is to review the material in the textbook and notes for that chapter.

The mid-term exams will be closed book and will be held in the regular classroom on the dates posted in the class schedule. The mid-term exams will cover any material covered to date unless otherwise specified.

The final exam will be closed book and will be based on all material covered in the lectures and labs.

Grade Conversion

Numerical scores (%) will be converted to letter grades according to the table below. Letter grades are assigned with the overall percentage as follows.

90 – 100 %	A+
85 – 89	A
80 – 84	A-
77 – 79	B+
73 – 76	B
70 – 72	B-
65 – 69	C+
60 – 64	C
50 – 59	D
< 50	F

Term marks, provisional final grades and final grades will be posted on the course web page. Your name will not appear; only your student number will identify your marks. These postings are for your information and so that you can report errors in data entry.

Guidelines For Students Regarding Fraud

These guidelines concern the type of fraud where a student presents, as his/her own, the work of another individual, or where a student allows another student to do so. Students are encouraged to study together, to help each other learn concepts and practical tools. Both the student who helps another and the student who is helped benefit from the process. Working together is formally encouraged in certain courses by having group assignments. However, unless specifically indicated, all work submitted for grading must be the work of the individual student. Students are to collaborate on submitted work only when the instructor explicitly permits this. The sharing of lab work electronically or by other means is considered fraud unless specifically approved by the instructor in advance. This includes obtaining code by methods such as undeleting files or retrieving discarded printouts. In the case of fraud, action will be taken commensurate with the severity of the case. Actions that may be taken include: no marks for the piece of work; failure in the course; or, in repeated case, expulsion from the College. The Computer Science Department Student Review committee in consultation with the course instructor will determine the action taken. There is an appeal procedure outlined in the Camosun College Calendar.