
Course Information

Teaching Staff

Andrew Luxton-Reilly

Lecturer

Room: 479, Computer Science Building (Building 303S)

Phone: 373-7599, Ext 85654

Email: andrew@cs.auckland.ac.nz

Office Hours: Thurs 11 – 12:30pm, Fri 11 – 12:30pm

Hans Guesgen

Lecturer

Room: 379, Computer Science Building (Building 303S)

Phone: 373-7599, Ext 88815

Email: hans@cs.auckland.ac.nz

Office Hours: Mon 2 – 4pm, Wed 2 – 4pm

Ann Cameron

Course Coordinator, Lab Supervisor

Room: 594, Computer Science Building (Building 303S)

Phone: 373-7599, Ext 84947

Email: ann@cs.auckland.ac.nz

Office Hours: Mon 10 – 12noon, Wed 1 – 3pm

Lecture times

Lectures are held on Monday, Wednesday and Friday at 1pm.

- Monday and Wednesday, the lecture will be held in Lib B15.
- Friday, the lecture will be held in Lib B10.

Recommended Textbook

Currently, there is no recommended textbook, although you are expected to read the coursebook. A number of additional readings from the WWW will be recommended.

Coursebook

This coursebook contains chapters on selected topics throughout the course. It also contains all the laboratory assignments that you are required for this course. You are expected to read the coursebook regularly, and bring it to all of your lab sessions.

Course Description

A practical introduction to computing that will build confidence and familiarity with computers. Topics include: An overview of computer hardware and operating systems, effective use of common applications, using the Internet as a communication medium, applying programming concepts and social implications of technology.

As part of their practical work, students will use a variety of home and office applications including word processing, drawing, spreadsheets, PowerPoint and databases.

This course would suit students who want a general introduction to computing, or those students intending to major in Computer Science who want a slower introduction than the COMPSCI 101 course provides. Students may later proceed from this course to COMPSCI 101.

Assessment

Your final grade will consist of 15% practical, and 85% theoretical components. The theory component will consist of a test worth 20% and a final exam worth 65%. The practical component will consist of 10 weekly laboratory assignments worth 15% in total. This course is designated as being of a practical nature. This means that you must pass both the practical and the theoretical components.

Component	Percentage	Assessment	Percentage
Practical	15%	Labs	15%
Theoretical	85%	Test	20%
		Exam	65%

Test

The test is worth 20% of your final mark. The provisional time and date for this test is Tuesday, 22nd August, from 6:30–7:30pm. The rooms allocated for the test will be announced later in the course. The test is closed book, and calculators are not permitted.

Marked tests will be handed back during your lab session. If you have a test timetable clash, please contact the course coordinator, Ann Cameron, as soon as possible.

Exam

The final exam is worth 65% of your final mark. Please check nDeva for the exam time and date. The exam is closed book, and calculators are not permitted. Provisional examination results can be obtained from nDeva.

Missed Test or Exam

If you miss the test/exam for any valid reason, or you sit the test/exam but believe that your performance was impaired for some reason, then you may be able to apply for an aegrotat, compassionate or special pass consideration. For more detailed information, refer to the University of Auckland's 2006 Calendar, pages 39–46.

Laboratory Sessions and Handing In Your Lab Assignments

You must attend one 3 hour tutorial lab session each week. You will have enrolled in a particular lab time. You should attend at the same lab time each week. All of the labs for COMPSCI 111/111G are conducted in the Old Computer Tutorial Laboratory (OTL), Room 131, which can be found in the old Undergraduate Laboratory on the first floor of the Maths and Physics Building (Building 303). You do not have to book computers for use during the lab which you are enrolled in, and may use any computer in the OTL during your lab time. Please arrive on time to your lab. During the first half hour of the lab, the tutor will sign your attendance sheet.

You must complete all the tasks set in the lab sheet, and produce answers to all the questions. The answers should be typed and printed out. Attach all the printed pages required by the lab to your signed attendance sheet/cover sheet. Assignment cover sheets are available in the lab. Your assignment should be submitted to the appropriate hand-in box (located in the OTL) before the start of your next lab session. Assignments handed in late will be penalized, and they will not be accepted if they are more than a week overdue. Marked lab assignments will be returned to you in labs the following week.

If you have any queries or concerns regarding the lab sessions, please contact the lab supervisor, Ann Cameron.

Checking Your Marks on Cecil

You can check your marks by logging onto the Cecil system:

<http://www.cecil.edu>

If there are any problems with your lab marks or test marks, please see Ann Cameron.

Please note that we do not use Cecil for the distribution of standard teaching resources. The Cecil system is only used to record the marks obtained by students in the course. All other resources (e.g. lecture notes, laboratories, past years' tests and exams) are stored on the COMPSCI 111/111G web site maintained by the Computer Science Department:

<http://www.cs.auckland.ac.nz/compsc111s2c/>

Your First Lab

Lab sessions start during the second week of the semester. When you arrive at the OTL (Room 131), you should sit down at any free computer. There will be tutors and lab demonstrators available throughout all the labs to help you. In order to use any of the computers you will need to log into the system. This will be your NetLogin and password that you use to log in to nDeva.

Please bring your Student ID card to your first lab.

Policy on Cheating and Plagiarism

Cheating is viewed as a serious offence by the University of Auckland. Penalties are administered by the Discipline Committee of the Senate, and may include suspension or expulsion from the university. For information on the Computer Science Department's Policy on Cheating, please refer to the web page:

<http://www.cs.auckland.ac.nz/CheatingPolicy.html>

Do not copy anyone else's work, or allow anyone else to copy from you.

What to Do About Missed Lectures/Labs

If you miss a lecture, you should catch up as soon as possible by reading the relevant lecture notes. If you miss a lab session, please contact the lab supervisor, Ann Cameron.

Undergraduate Laboratories

If you wish to use a computer outside of your lab session, you may use one in the Old Undergraduate Laboratory (OCL) or the First Floor Computer Laboratory (FCL). Both of these laboratories are located on the first floor of Building 303. The opening hours are 9am–10pm during weekdays and 9am - 9pm on weekends. Hours are reduced during study breaks. You may use the computers in either of these laboratories anytime during these hours. The OTL lab can only be used during the specified lab times. The software is the same in all labs.

Class Website

The COMPSCI 111/111G website contains course information, lecture notes, lab hand-outs and files, previous years' tests and exams, etc. Web Address:

<http://www.cs.auckland.ac.nz/compsci111s2c/>

Class Noticeboard

The COMPSCI 111/111G noticeboard is located inside the tutorial lab (OTL). Please check this noticeboard for course announcements (e.g. test rooms).

Webmail

All students have a university email account. Your university email address is: NetID@ec.auckland.ac.nz, e.g. abcd001@ec.auckland.ac.nz. You can access your email from anywhere you have Internet access, by logging into

<http://webmail.ec.auckland.ac.nz>

You must read email sent to your university email address regularly, as staff members often send important messages to students via their university email address. When emailing staff members, please use your university email address.

Print Quota / Internet Quota

You can add credit to your print quota and/or Internet quota at the IC Helpdesk on Level 2 of the Kate Edger Information Commons, 11 Symonds St.

How to Seek Assistance

In the labs, there are always tutors and demonstrators available to help you. If you have an administrative problem (e.g. you have been ill, you have a timetable clash with your lab or test, your marks have been incorrectly recorded, etc), or any other sort of problem that you need help with, please see the course coordinator, Ann Cameron. If you need extra help with understanding the course material, or preparing for the test or exam, you are very welcome to visit Andrew, Hans or Ann either during their office hours or at some other time when they are available.

There are many other resources available within the University, e.g. the Student Learning Centre, the library, DELNA (to identify where you may need help with your academic English) and ELSAC (a free self-study facility to help you improve your English). For more information on these resources, please refer to the General Information Sheet for Computer Science Students available online on our website:

<http://www.cs.auckland.ac.nz/compsci111s2c/resources/>

Make the most of your time in this course. Have fun!

Lecture schedule

Week 1 (17th July – 21st July)

No lab this week. Ann Cameron is in the OTL for 1 hour after each lecture this week. Please find the OTL and meet Ann this week.

Lecture 1: Welcome, introduction and course overview, bits, bytes, digital information

Lecture 2: Hardware, components of a computer system

Lecture 3: Software, licences, conventions

Week 2 (24th July – 28th July)

Lab 1: Introduction, using an operating system, WWW resources, email

Lecture 4: Introduction to networking and the Internet

Lecture 5: Electronic communication—email, instant messaging, forums

Lecture 6: Publishing online using tools—blogs, wikis

Week 3 (31st July – 4th August)

Lab 2: Using the Internet—WWW, email, forums, instant messaging, blogs, wikis

Lecture 7: The World Wide Web, search engines, trusting information

Lecture 8: Word processing, preferences, styles, references using EndNote

Lecture 9: Vector graphics and digital images

Week 4 (7th August – 11th August)

Lab 3: Word Processing

Lecture 10: XHTML introduction, basics

Lecture 11: XHTML, CSS

Lecture 12: XHTML, CSS

Week 5 (14th August – 18th August)

Lab 4: XHTML

Lecture 13: PowerPoint

Lecture 14: Presentation design—web pages and PowerPoint

Lecture 15: Test Revision

Week 6 (21st August – 25th August)

No lab this week

No lectures this week

Test held on Tuesday, 22nd August from 6:30–7:30pm

Week 7 (11th September – 15th September)

Lab 5: Powerpoint

Lecture 16: Spreadsheets

Lecture 17: Spreadsheets

Lecture 18: Special topic—TBA

Week 8 (18th September – 22nd September)

Lab 6: Spreadsheets

Lecture 19: Databases

Lecture 20: Databases

Lecture 21: Special topic—TBA

Week 9 (25th September – 29th September)

Lab 7: Databases

Lecture 22: Programming—introduction, printing to output, variables

Lecture 23: Programming—conditions

Lecture 24: Programming—loops

Week 10 (2nd October – 6th October)

Lab 8: Programming

Lecture 25: \LaTeX

Lecture 26: \LaTeX

Lecture 27: Special topic—TBA

Week 11 (9th October – 13th October)

Lab 9: \LaTeX

Lecture 28: Special topic—history

Lecture 29: Special topic—social and legal issues

Lecture 30: Exam Revision

Week 12 (16th October – 20th October)

Lab 10: Revision

No lectures this week

