
Course Information—S2, 2010

Teaching Staff

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Office Hours: Open door policy, come any time

Lecture times

The lectures are on Monday, Wednesday and Friday at 1pm.

Lecture schedule

Week 1 (19th July - 23rd July)

No lab this week. Please find the FTL before next week.

Lecture 1: Introduction and course overview, bits, bytes, digital information

Lecture 2: Hardware, components of a computer system

Lecture 3: Software, licences, conventions

Week 2 (26th July - 30th 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 (2nd August - 6th August)

Lab 2: Using the Internet—WWW, email, forums, 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 (9th August - 13th August)

Lab 3: Word processing

Lecture 10: XHTML introduction, basics

Lecture 11: XHTML, CSS

Lecture 12: XHTML, CSS

Week 5 (16th August - 20th August)

Lab 4: XHTML

Lecture 13: PowerPoint

Lecture 14: Presentation design—web pages and PowerPoint

Lecture 15: Graphics

Week 6 (23rd August - 27th August)

No lectures or labs this week

StudySieve revision due at midnight on Monday 23rd August

Test held on Friday, 27th August from 6:30–7:30pm (Provisional)

Mid-semester break: 30th August - 11th September. No lectures or labs.

Week 7 (13th September - 17th September)

Lab 5: PowerPoint

Lecture 16: Spreadsheets

Lecture 17: Spreadsheets

Lecture 18: Artificial Intelligence

Week 8 (20th September - 24th September)

Lab 6: Spreadsheets

Lecture 19: Databases

Lecture 20: Databases

Lecture 21: History

Week 9 (27th September - 1st October)

Lab 7: Databases

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

Lecture 23: Programming—conditions

Lecture 24: Programming—loops

Week 10 (4th October - 8th October)

Lab 8: Programming

Lecture 25: L^AT_EX

Lecture 26: L^AT_EX

Lecture 27: Social and legal issues

Week 11 (11th October - 15th October)

Lab 9: L^AT_EX

Lecture 28: Risks

Lecture 29: Special Topic - TBA

Lecture 30: Exam revision

Week 12 (18th October - 22nd October)

Lab 10: Revision

No lectures this week

StudySieve revision due at midnight on Friday 22nd October

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 to broaden their understanding of computing applications.

Recommended Textbook

Currently, there is no recommended textbook, although you are expected to read the course book which can be purchased from the University Bookshop (UBS). A number of additional readings from the WWW will be recommended.

Course notes and Lab manual

The course notes contain chapters on selected topics throughout the course. The lab manual contains all the laboratory assignments that you are required to complete this course. You are expected to read the course notes regularly, and bring both the course book and the lab manual to all of your lab sessions. The course book and lab manual can both be purchased from the University Bookshop (UBS).

Assessment

Your final grade will consist of 20% practical, and 80% theoretical components. The theory component will consist of a test worth 20% and a final exam worth 60%. The practical component will consist of 10 weekly laboratory assignments worth 19% in total, and some revision exercises using StudySieve worth 1%. 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	20%	Labs	19%
		StudySieve	1%
Theoretical	80%	Test	20%
		Exam	60%

Test

The test is worth 20% of your final mark. The provisional date and time for the test is 6:30pm–7:30pm on Friday, 27th August, 2010. 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 60% 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 pages 41–43 of the University of Auckland 2010 Calendar.

StudySieve

You are required to complete two revision assignments to obtain 1% of your final mark. The revision exercises are completed using a web-based system called StudySieve. You must complete one set of revision exercises before the mid-semester test, and one set of revision exercises before the end of the lectures in preparation for the final exam. See the chapter on StudySieve for more information. The StudySieve web site is located at:

<http://studysieve.cs.auckland.ac.nz>

Laboratory Sessions

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 First Floor Tutorial Laboratory (FTL), Room 175, which can be found 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 FTL during your lab time. Please arrive on time to your lab. At the beginning of the lab the tutor will sign your attendance sheet. You must be present at the beginning of the lab to have your attendance sheet signed.

Completing and Handing In Your Lab Assignments

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 outside the FTL) before the start of your next lab session. Assignments handed in late will be penalised, 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://cecil.auckland.ac.nz>

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/compsci111/>

Your First Lab

Lab sessions start during the second week of the semester. When you arrive at the FTL (Room 175), 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. 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 any time during these hours. The FTL 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 overheads, previous years' tests and exams, etc. Web Address:

<http://www.cs.auckland.ac.nz/compsci111/>

Class Noticeboard

The COMPSCI 111/111G noticeboard is located inside the tutorial lab (FTL). 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@aucklanduni.ac.nz, e.g. abcd001@aucklanduni.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 any of the teaching staff, 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).

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

