COMPSCI 111/111G Course Information
Semester Two, 2011

Course Coordinator / Lab Supervisor

Ann Cameron

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Lecturers

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Mike Barley

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Pat Riddle

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Lecture Times

City Campus:

Morning Stream Tues 11am, Thurs 11am, Fri 10am
Afternoon Stream Tues, Thurs, Fri 2pm

Epsom Campus: Mon, Tues, Wed 1:30pm

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 coursebook which can be purchased from the University Book Shop (UBS). A number of additional readings from the WWW will be recommended.

Coursebook and Lab Manual

The coursebook contains chapters on selected topics throughout the course. The lab manual contains all the laboratory assignments that you are required to complete for this course. You are expected to read the coursebook regularly, and bring both the coursebook and the lab manual to all of your lab sessions. The coursebook and lab manual can be purchased from the University Book Shop (UBS). Please ensure that you have the current version of the coursebook and lab manual.

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 laboratory assignments, and 2 "StudySieve" revision exercises. 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 Revision	1%
Theoretical	80%	Test	20%
		Exam	60%

Test

The test is worth 20% of your final mark. The provisional date for the test is Friday 26^{th}August from 6:30pm - 7:30pm. 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 *Student Services Online* for the exam time and date. The exam is closed book, and calculators are not permitted. Provisional examination results can be obtained from *Student Services Online*.

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 44 – 45 of the University of Auckland's 2011 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 Wednesday, 24^{th} August in preparation for the mid-semester test, and one set of revision exercises before Friday, 21^{st} October in preparation for the final exam. See the chapters 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 must attend at the same lab time each week. In the City Campus, 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). At the Epsom Campus, labs are conducted in Room 6EN-431. You do not have to book computers for use during the lab which you are enrolled in, and may use any computer in the lab during your lab time. Please arrive on time to your lab. After introducing the lab and announcing any notices, the tutor will sign your attendance sheet. You must be present at the beginning of the lab to have your attendance sheet signed.

Handing In Your Lab Assignments

You must complete all the tasks set in the lab assignment, 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 will be given out in the lab. Your assignment should be submitted to the appropriate hand-in box (located just outside the FTL) *before* the start of your next lab session. Epsom Campus students should hand in their lab assignments to the lab tutor before the start of their 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.

Your First Lab

Lab sessions start in the second week of semester. When you arrive at the lab, 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 *Student Services Online*.

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 University's Policy on Cheating, please refer to the web page:

`http://www.auckland.ac.nz/uoa/home/about/teaching-learning/honesty`

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 and/or viewing the recorded lecture on Cecil. If you need to miss a lab session, please contact the lab supervisor, Ann Cameron.

Undergraduate Laboratories

In the City Campus, 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 the Maths and Physics building (Building 303). You may use the computers in these laboratories any time during the opening hours. The opening hours are 9am – 9.45pm during weekdays and 9am –8.45pm on weekends. 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 notes, previous years' tests and exams, etc. Web Address:

`http://www.cs.auckland.ac.nz/compsci111/`

Lecture Recordings

Recorded lectures can be found on Cecil under "Knowledge Map".

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

You can add credit to your print quota at the library or 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!

CompSci111/111G Lecture and Lab Schedule
2011 Semester Two

Week 1 (18th July – 22nd July)
No lab this 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 (25th July – 29th 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 (1st August – 5th 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 (8th August – 12th August)
Lab 3: Word processing
Lecture 10: XHTML introduction, basics
Lecture 11: XHTML, CSS
Lecture 12: XHTML, CSS

Week 5 (15th August – 19th August)
Lab 4: XHTML
Lecture 13: PowerPoint
Lecture 14: Presentation design—web pages and PowerPoint
Lecture 15: Test revision

Week 6 (22nd August – 26th August)
No lab this week
No lectures this week

Test held on Friday 26th August from 6:30pm–7:30pm (Provisional)

Mid-semester break: 29th August – 9th September. No lectures or labs

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Week 7 (12th September – 16th September)
Lab 5: PowerPoint
Lecture 16: Spreadsheets
Lecture 17: Spreadsheets
Lecture 18: Artificial Intelligence

Week 8 (19th September – 23rd September)

Lab 6: Spreadsheets
Lecture 19: Databases
Lecture 20: Databases
Lecture 21: History

Week 9 (27th September – 30th September)

Lab 7: Databases
Lecture 22: Programming in Python—introduction, printing to output, variables
Lecture 23: Programming in Python—conditions
Lecture 24: Programming in Python—loops

Week 10 (3rd October – 7th October)

Lab 8: Programming in Python
Lecture 25: LaTeX
Lecture 26: LaTeX
Lecture 27: Social and Legal Issues

Week 11 (10th October – 14th October)

Lab 9: LaTeX
Lecture 28: Risks
Lecture 29: Revision
Lecture 30: Exam overview

Week 12 (17th October – 21st October)

Lab 10: Revision
No lectures this week