

CS131 - Software for Personal Computing

Course Syllabus, Summer 2008 term

Course Number: 10102

Instructor:	Michael Moeng
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Lecture Hours:	Monday (2:30-4:15 PM), 5502 SENSQ Wednesday (2:30-4:15 PM), 5502 SENSQ
Office Hours:	Tuesday (4:00-6:00 PM), 5802 SENSQ Thursday (4:00-6:00 PM), 5802 SENSQ By Appointment (arranged via email or after class)
Course Web Page:	http://www.cs.pitt.edu/~moeng/cs131.html

Course Description:

This course is an introductory course designed to develop computer skills necessary for college and beyond. It is intended for non-major undergraduates and those have little or no knowledge about or experience working with personal computers.

Prerequisite: A desire to learn about computers and to use them effectively.

Learning Objectives:

This course is designed to provide an introduction to Windows operating system and the use of several software applications selected from the principal areas of applications for personal computing. By the end of the term, you should be able to:

- Describe the basic parts of a computer (both hardware and software) and their basic functions.
- Use Microsoft Windows operating system; work with files and directories, and run application programs.
- Understand the purpose and typical functionality of various classes of software including file transfer programs (ftp), telnet programs, Web browsers, email/outlook, and the Microsoft Office tool suit (word processors and text editors--Word, electronic spreadsheets--Excel, database programs--Access, and graphical presentation--PowerPoint).
- Drive mapping using AFS Client program.

Course Topics

	<i>Topics</i>
1	The basics of Windows.
2	Windows Application programs
3	Drive mapping with AFS Client.
4	Word processing using Microsoft Word
5	Spreadsheets using Microsoft Excel
6	Graphical Presentations using Microsoft PowerPoint
7	Database using Microsoft Access
8	Telnet - connecting to remote computers on the Internet & FTP - retrieving files from remote computers on the Internet
9	Web Browsing - a window into the World Wide Web Building your first home page
10	PC and Email with Outlook.

Texts:

- *Go with Microsoft office 2007—Introductory, by Gaskin, Ferrett, Vargas, & Marks.—Pearson/Prentice Hall Publishing Co. **Required!***
- Lecture slides and other necessary materials will be posted on the course web page.

Grading:

Midterm	20%
Final	25%

Homework Assignments and Project	35%
Quizzes and Attendance	20%

Policies on Lab work:

Lab activities will be done during class weekly according to the topics covered in class. Topics will be included in the course web site. Class attendance is mandatory. In case of emergency please contact the instructor as soon as possible.

To pass the course you have to attend at least 90% of the classes.

Policy on Homework

Homework is to be handed in at the beginning of lecture on the day that it is due. **Each late day will be penalized by deducting 20% of the homework grade.** In case of emergency please contact the instructor as soon as possible. Class projects maybe assigned after completing each topic of the class intended subjects.

Policy on Lectures/Quizzes

Unannounced quizzes, that count 10% of the total grade, will be given throughout the term. Quizzes will be based on lecture material, reading and homework assignments. Class attendance is mandatory and has 10% of the total grade.

Academic Integrity

Each student is responsible for his/her own work on quizzes, exams, and assignments. Cheating will result in a grade of **0** for that quiz, exam, or assignment. Any repeat episode of **cheating** will result in an **F** grade for the course.

Absolutely no cooperation is allowed for the homework and the assignments.

Students in this course will be expected to comply with the <http://www.pitt.edu/~provost/ai1.html>. Any student suspected of violating this obligation for any reason during the semester will be required to participate in the procedural process, initiated at the instructor level, as outlined in the University Guidelines on Academic Integrity. This may include, but is not limited

to, the confiscation of the examination of any individual suspected of violating University Policy. Furthermore, no student may bring any unauthorized materials to an exam, including dictionaries and programmable calculators.

Disabilities

If you have a disability that requires special testing accommodations or other classroom modifications, you need to notify both the instructor and the <http://www.drs.pitt.edu/policies.html> no later than the 2nd week of the term. You may be asked to provide documentation of your disability to determine the appropriateness of accommodations. To notify Disability Resources and Services, call 648-7890 (Voice or TTD) to schedule an appointment. The Office is located in 216 William Pitt Union.

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Keep Updated

Keep up with what's going on in CS131 by visiting the class' web page. This page is updated periodically, so you should visit several times a week. You will find a listing of the latest readings or homework assignment; a description of the upcoming lab activities and important announcements (for example, the study guide for an upcoming exam).