

CS 102 Summer I, 2009 (Section 001)

INSTRUCTOR: Dr. H E. Freeman. Office 101 Houser. Phone: 348-1661 Email: hazel@cs.ua.edu

DESCRIPTION:

- CS 102 Microcomputer Applications (3-0) - Three Hours.
- **Microsoft Office 2007**
Topics covered this semester include: an overview of Office 2007, Microsoft Word, Excel, PowerPoint, hardware and software concepts, and topical issues.
- Objectives: At the end of this class students will:
 - Have the ability to utilize basic productivity packages in their chosen field
 - Be familiar with the operations of a Windows-based computing system
 - Be familiar with a number of basic literacy concepts regarding computing

REQUIRED KEY CODE:

- SimNet for OFFICE 2007 Registration Code ISBN#: 0077218647
This can be purchased from the SUPe store or online from the SimNet website once you log in with your username and password.
<https://alabama.simnetonline.com/Students/Portal/Home.aspx>

COURSE INFORMATION

CS 102 operates as a lab-based course. This is in sharp contrast to the traditional lecture model used in most college classes. Both the students and associated faculty agree that a lab-based approach to teaching hands-on material such as CS 102 is much preferable to a traditional lecture-only based model. You are restricted to using the lab only during the time prescribed on your class schedule.

Photo ID and Exams

Bring your ID when you are taking an exam (pre or exit). **IDs will be checked.**

How much time must I spend in the 160 Paty lab?

The number of minutes per day that you are required to study in the lab depends upon the score you achieve on the pre-test for that material. There are five sets of material, one each for Overview, Word, Excel, Concepts, and PowerPoint. To be eligible for reduced minutes during a set of material, a student must complete the pre-test with an appropriate score during the designated pre-test time frame. See the course calendar found on the course website, <http://cs.ua.edu/102>.

You will find a table with correlated required times and pre-test scores below.

Pre-test Score	Minimum Required minutes <u>Per Day</u> You Must Spend in the Paty 160 Lab	Cannot leave before
90-100%	No required lab time	
80%-89%	40 minutes	8:40 AM
65%-79%	80 minutes	9:20 AM
64% and below	Entire time	9:45 AM

During your time in the lab you can listen to self-paced computer-based lessons that instruct you on the various topics, take practice tests to prepare for the exit exam in that subject, talk to your instructor, and get personal help and instruction from your instructor, or undergraduate assistants in the lab.

All students are welcome **and encouraged** to spend more than their required hours studying CS102 coursework in the lab. We want you to spend as much time as you need to fully comprehend the material. The number of hours that you should spend depends on more factors than just your pre-

test score. **There is no guarantee that if you spend only your required hours you will earn the grade on the exit exam for that section that you want.** Regardless of how you do on the pre-test, you may need to spend more time in the lab than the minimum number of hours required by your pre-test score.

What if I miss a pre-test?

If you do not take the pre-test during the announced timeframe you will receive a score of zero on the pre-test and you must spend **the entire time** for that block of material. **Pre-test scores do not count towards your semester grade.**

Where is the lab and when is it open?

The CS 102 lab (160 Paty Hall) is available this summer only during your class period.

How am I supposed to know what to do when I go to the lab and what dates to take tests?

Everything you need to know is found on the course website, **<http://cs.ua.edu/102>**

- general information regarding the course organization and structure,
- the course calendar containing test dates and topic blocks, and
- exit exam grades and required hours reports.

How is my course grade computed?

- Your course grade is comprised of the average of your five (5) exit exam scores.
- **Failure to comply with your required lab hours in any given block will result in a 3 point reduction in your course average.** That is, if you do not complete the required minutes in a given block, your final course grade will be dropped by 3 points for EACH block that you do not put in the minutes at 160 Paty. (*PRINT OUT COMPLETED LAB TIME* and keep it in a folder as documentation that you completed your time).
- Make-ups for all exit exams (for students with an excused absence) will be given on **Friday, June 26th (last half of the class period).**

97.5 – 100.0	A+	92.0 – 97.9	A	89.5 – 91.9	A–
88.0 – 89.4	B+	82.0 – 87.9	B	79.5 – 81.9	B–
78.0 – 79.4	C+	72.0 – 77.9	C	69.5 – 71.9	C–
68.0 – 69.4	D+	62.0 – 67.9	D	59.5 – 61.9	D–
				Below 59.5	F

What about any extra credit?

You can receive an additional two (2) points added to your final course average by doing the following. **You can receive 2pts for each of the following.**

- Complete at least 85% of lessons for all five modules **prior to each scheduled exam**
- Have perfect lab attendance

What if I miss an exit exam?

Email Dr. Freeman at **hazel@cs.ua.edu** with details of who you are (name, campus-wide ID and CS 102-001) and the reasons you missed the exam. You must contact her within 2 days of the event. If your excuse is approved you will be allowed to take the makeup exit exam for that set of material on **Friday, June 26th (last half of the class period).**

The exam dates are:

Exam	MWF (Wed.) Sections 001-006
Overview	June 5th
Word	June 11th
Excel	June 17th
Concepts	June 23rd
PPT	June 26th

EXAM REMINDERS:

- ✓ ***MUST** take exams at your scheduled class time*
- ✓ *Bring a picture ID*
- ✓ *50 commands in 50 minutes*
- ✓ *Prepare well!*

When is the final exam for this course?

There is no final exam for this course!

How do I get someone's attention to ask a question?

Raise your hand, or get up and ask the instructor, or student tutors.

I am a CTL student and I need special accommodations.

Please bring your paperwork to your instructor and tell your instructor your specific needs as they relate to CS 102.

I participate in school sponsored events that conflict with the CS 102 schedule.

Please bring your paperwork to Dr. Freeman.

Questions, Problems, or Complaints?

Please contact the instructor in the Paty lab. After talking with an instructor, you are welcome to send an email to cs102@cs.ua.edu if you have concerns that were not met. Do not contact your instructor by phone.

ACADEMIC DISHONESTY: All cases of cheating will be handled promptly following the University's and College's *Code of Academic Dishonesty*. All tests and outside class work are to be each individual student's own effort. Cheating will not be tolerated.

ACCOMMODATIONS: To succeed in this class you must be able to read & understand what you read, listen in class and understand what you heard, follow directions, maintain responsible and courteous conduct, use the computer to complete lessons, and take the tests in a timely manner. All reasonable efforts to accommodate meritorious requests will be made. To request disability accommodations, please contact Disability Services (348-4285). After initial arrangements are made with that office, contact your instructor.

LAB RULES:

- The door to the lab is from the inside main corridor of Paty Hall.
- Food is not allowed inside the lab.
- Only water in a bottle or a sports bottle is allowed in the lab.
- You may bring music cd's and listen to music through the headphones while studying the lessons.
- Cell phones and beepers may be on but must be operating in the Silent mode. Limit your conversation to 1 minute or you may be asked to leave your workstation.
- If your behavior is disruptive, an instructor, graduate assistant, or student tutor may ask you to leave the lab.
- 5 minute breaks for playing a game of solitaire or checking your email are allowed once you have put some time in on the lessons during that lab session. Do not abuse your computer time or you will be asked to leave the lab.
- All exit exams and pre-tests in CS 102 are closed book. No reference materials or programs may be used on exit exams or pre-tests.
- The 160 Paty lab is for CS 102 students only.
- Always bring some form of photo I.D. to the lab. An instructor or student tutor may ask to see it. I.D.'s will be checked during tests and exams.
- Users must abide by the University of Alabama computer use policy found at <http://ncs.us.edu/policies/accptuse.html>