

Syllabus for Computer Science 285 -- Spring 2012
CS 285 web site - <http://cs.ua.edu/285>

CS 285 Microcomputer Applications II, C. (3-0) Three hours. Prerequisite: CS 102 or equivalent. Use of spreadsheets and other environments to build business and scientific applications. Course includes development of problem-solving skills and an introduction to the object-oriented paradigm.

To succeed in this class you must be able to read, understand what you have read, listen in class, understand what you have heard, follow directions, maintain responsible and courteous conduct, use the computer extensively to complete homework and lab tests, take quizzes and exams, all in a timely manner. This course is designed for non-majors wishing to learn more about the use of spreadsheets in a wide variety of applications. Computing proficiency is required for a passing grade in this course.

COURSE TOPICS: Computerized Spreadsheets, Excel 2010, Business and Scientific Applications, Introduction to Visual Basic, Problem-Solving Skills.

COURSE OBJECTIVES: Upon completion of this course, you should be able to use spreadsheet software to: manage financial data, work with formulas and functions, work with charts and graphics, work with lists, work with data tables, solve complex problems, import data, and develop an Excel application.

REQUIRED MATERIAL: 1) Textbook - Microsoft Excel 2010 / New Perspective Series (Comprehensive), by Parsons, Oja, Ageloff, Carey.
2) Code Card - SAM 2010 Assessment, Projects, and Training 2.0 for Microsoft Office 2010. Thomson/Course Technology. (Do not purchase SAM used or on eBay).

INSTRUCTORS:

SECTION(S)	Dr. Jim Prater 1 (8:00 am)	Mrs. Kim Wright 2 (9:30 am) and 3 (11:00 am)	Mr. Ralph Hooper 4 (12:30 pm), 5 (2:00 pm), and 6 (3:30 pm)
PHONE #:	348-0617	348-1665	348-1662
EMAIL:	jprater@cs.ua.edu	kwright@cs.ua.edu	hooper@cs.ua.edu
OFFICE:	202 Houser Hall	106 Houser Hall	202A Houser Hall

OFFICE HOURS: All instructor office hours will be posted on the CS 285 web site. <http://cs.ua.edu/285>

ATTENDANCE POLICY: Attendance for lectures and labs is mandatory. You must sign each attendance sheet and/or submit each quiz to be counted present in each lecture class. You must sign out with a lab monitor in the lab to receive a grade. Each absence from a lab meeting will result in a grade of zero (0) on that lab test. Each absence from a lecture when a quiz is given will result in a grade of zero (0) on that quiz. Students who miss a quiz or lab due to official University business must make arrangements with Kim Wright beforehand. If you have an extended illness, please notify Kim Wright within one week of your absence(s).

LAB TESTS:

- You must create a SAM account (<http://sam2010.course.com>) and join the correct section in order to complete a lab test. The SAM institution code is **T2045205**.
- All lab tests will be given on **Tuesday**, beginning **1/17/12**. The directions for each lab test will be given by your instructor and will be posted on <http://cs.ua.edu/285>.
- The lab for CS 285 is located in 16 Lloyd Hall.
- Each lab test must be completed and submitted during your class time on Tuesday **in the lab**.
- You will have 75 minutes to complete each lab test. Failure to submit the assigned file for grading within your class time may result in no grade.
- Each lab test counts 50 points. All computer lab tests utilize the computer and account for 50% of your course grade (see Grading Policy).
- Each lab test is individual work (**No sharing!**). Please refer to <http://www.sa.ua.edu/DOS/Handbook9.htm#Codes> for more details.
- You are expected to come to the lab prepared and ready to complete your own lab test, with no assistance from another student or lab monitor. You may practice the lab test before coming to the lab, but you must **not** submit the file in SAM outside of the lab meeting.
- You may use your Excel 2010 book and/or notes during each lab test.
- Lab assistants are not tutors. They will be available only to record your grades. If you have technical issues or other course-related questions, please see your instructor.
- When completing a SAM project file, you must follow the directions given for obtaining and submitting each project file: save the start file in your My Documents folder in the lab, complete the file using the SAM instructions, **save the completed file** in your My Documents folder, and upload it to the SAM system. If you do not follow these instructions, the system will notify your instructor. Do not use a file from another student's account. Failure to follow these instructions will result in a zero (0) on your lab test.
- If you do not save your work before submitting your file, you will receive a zero. You may submit each SAM project file twice (if time permits), and the higher grade will count. After the 1st submission, you may review your errors, make corrections, and submit the file again. You may submit the file a 3rd time with permission from your instructor. Always email yourself a back-up copy of your completed SAM project file.
- You should plan to spend about 45 minutes to complete the lab test. Use the remaining time in the lab to view the SAM Report and make corrections. If you wait until the end of your lab time to submit your lab test the first time, then you will not have time to view the Report and make corrections.
- In order for your lab test grade to be counted, you must submit the assigned work in your own account **and sign out with a lab assistant before you leave the lab**.
- Be sure to log into the computer when you enter the lab and log out of the computer before you leave the lab. Failure to do so may result in a zero (0) for your lab grade.
- If you have a question about your Lab Test grade, please email Kim Wright within **one week** of the grade being posted. **All Lab grade questions must be resolved by 4/27/12.**

To request disability accommodations, please contact Disability Services (348-4285). After initial arrangements are made with that office, please contact your instructor.

QUIZZES:

- All quizzes will be given during your regular scheduled class time, unless otherwise directed by your instructor (see Course Schedule for dates). Students who miss a quiz due to official UA business must make arrangements with Kim Wright beforehand and take the quiz within one week of the date that the regular quiz is given. Also, **you must use your own textbook/notes for open-book quizzes.**

EXAMS:

- All exams will be given during your regular scheduled class time (see Course Schedule for dates). **There is no Final Exam.**

HOMEWORK:

- **10 Optional** Homework assignments will be given. The instructions for each Homework Assignment will be posted on the CS 285 web site. Check the Homework link.

MAKE-UPS (there are no make-ups for bonus assignments):

- **Lab Tests:** The make-up lab dates are listed in the course schedule below (No excuse is needed). Only **one** lab may be completed on each make-up day. If you do not miss a lab, you may attend the make-up lab to try to improve **one** lab score. Any one previous lab test may be completed on each lab make-up day.
- **Quizzes:** The comprehensive make-up quiz dates are listed in the course schedule below (No excuse is needed). Each make-up quiz will count for only **one** quiz grade. The Comprehensive Make-up Quiz given on 2/28/12 will cover Tutorials 1-5 and will count for one quiz from quizzes 1-5. The Comprehensive Make-up Quiz given on 4/24/12 will cover Tutorials 6-10 and will count for one quiz from quizzes 6-10.
- **Exams:** The comprehensive make-up exam will be given on **4/26/12**. If you miss either exam with a valid excuse, you must do the following **within one week of the missed exam**: e-mail a detailed explanation (kwright@cs.ua.edu) and bring an excuse to Kim Wright. If you are excused, then the make-up exam grade will count in place of the missed exam grade(s). The Make-up Exam is not given to replace a low Exam score. It is given only for a **missed** Exam.
- **Internet Assignment:** There is **no** make-up for the Internet Assignment or for any other Bonus Assignment that may be given during the semester.
- **Other:** If you have an extended illness with proper documentation, please notify Kim Wright immediately (within one week of the illness) through email. kwright@cs.ua.edu

GRADING POLICY*:

10 Lab Tests: 50 points each	500
10 Quizzes: 30 points each	300
2 Exams: 100 points each	200
TOTAL POSSIBLE POINTS**	1000

*All grades will be posted on the CS 285 web site or in eLearning. Each student is responsible for checking each grade and sending questions to Kim Wright (kwright@cs.ua.edu) within one week of when a grade is posted. All grade questions must be resolved by **4/27/12**.

GRADING SCALE:

965-1000	A+	865-894	B+	765-794	C+	665-694	D+	000-594	F
915-964	A	815-864	B	715-764	C	615-664	D		
895-914	A-	795-814	B-	695-714	C-	595-614	D-		

****Any bonus points earned throughout the semester will be added to the student's total points and will not affect the TOTAL POSSIBLE POINTS.**

COURSE SCHEDULE (Subject to change. View CS 285 web site daily):

Tuesday (Lab - Rm 16 Lloyd)	Thursday (Class - Rm 126 MIB, aka HM Comer)
	1/12 Introduction
1/17 Lab Introduction	1/19 Lecture, Quiz 1
1/24 Lab Test 1	1/26 Lecture, Quiz 2
1/31 Lab Test 2	2/2 Lecture, Quiz 3
2/7 Lab Test 3	2/9 Lecture, Quiz 4
2/14 Lab Test 4	2/16 Lecture, Quiz 5
2/21 Lab Test 5	2/23 Exam 1 (Bring #2 pencil)
2/28 Make-up Lab Test (1-5), Make-up Quiz (Comprehensive 1-5)	3/1 Lecture, Quiz 6
3/6 Lab Test 6	3/8 Internet Assignment - Bonus
3/13 Happy Spring Break!	3/15 Happy Spring Break!
3/20 Make-up Lab Test (1-6)	3/22 Lecture, Quiz 7
3/27 Lab Test 7	3/29 Lecture, Quiz 8
4/3 Lab Test 8	4/5 Lecture, Quiz 9
4/10 Lab Test 9	4/12 Lecture, Quiz 10
4/17 Lab Test 10	4/19 Exam 2 (Bring #2 pencil)
4/24 Make-up Lab Test (1-10), Make-up Quiz (Comprehensive 6-10)	4/26 Make-up Exam (Comprehensive 1-10) (Bring #2 pencil)

Other Important Dates: **2/29/12** – Midterm grades posted in myBama **3/21/12** – Last day to drop with a "W" **5/8/12** – Final grades posted in myBama

Code of Academic Conduct: Every CS 285 student should review the "Computer Science Student Work and Academic Misconduct Policy" sheet explaining the University honor code and academic misconduct policy. All lab tests, exams, homework assignments, and quizzes are to be completed and submitted by each student individually.