CMPT109-12 Course Outline

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Textbooks


Course Contents - Skills and Concepts

- Digital representation of information.
- Knowledge about the limitations of information technology.
- Networks, how the Internet works.
- Basic principle of computers. An anatomy of a computer.
- Internet: Advanced search skills.

- Word processing (Microsoft Word): Basic and some advanced features.
- Spreadsheets (Microsoft Excel): Using Excel for simple but useful tasks, formatting, charting.
- Database Management Software (Microsoft Access): Use MS Access for setting up databases, creating tables, queries, efficient searching. The skills learned will be applied in a term project.
- Graphics Packages (Microsoft PowerPoint): Use MS PowerPoint to prepare business and scientific presentations.

Class Schedule

We meet on Wednesday at 11:30 AM–12:45 PM, in Room RI-117 for lectures, and on Friday at 11:30 AM–12:45 PM, in Room RI-108 for labs. In the lab we will learn and practice computer skills, and do hands-on exercises. Students must attend all classes and labs.

Office Hours

2:30–3:30 PM, Wednesdays. Other times by appointment.

Attendance Policy

Attendance to all classes and labs is required. Attendance to classes/labs will be checked on a random basis. If you miss 1 random attendance check, the best final grade you can get is “B,” no matter how well you have done in exams/labs; if you miss 2 random attendance
checks, the best final grade you can get is “C;” if you miss 3 random attendance checks, the best final grade you can get is “D;” if you miss 4 random attendance checks, you are advised to drop the course, or you will get an “F.”

Labs, Exams and Grades

There will be lab assignments every week. Students should finish them in the lab session. Most lab works will be graded and recorded, and will be part of your course grade. A term project will also be assigned at the later stage of the course. You will do a presentation reporting the result of your project.

There will be two (2) exams, Midterm and Final, all in the format of multiple choices. The final grades are decided based on labs (30%), project (15%) Midterm (25%), Final (30%), and the attendance. Study attitude is also a factor in special cases. There will be no makeup labs and exams for any reason. Make every effort not to miss them.