CSCI 172: Introduction to Computer Modeling  
Spring 2020 Syllabus

This class focuses on using the computer as a modeling tool for analysis of data sets. The software applications we will be using for data modeling are spreadsheets (Microsoft Excel) and databases (Microsoft Access). These are the most common spreadsheet and database applications in use today.

**Administrative**

*Instructor:* Trish Duce | ducepa@mso.umt.edu | Social Science 412 | 406-370-9432

*CSCI 172 Section 50:* Class is online – Moodle (http://umonline.umt.edu)

*Office hours:* Monday & Wednesday 11am-11:50am; or by appt

*Zoom link for office hours:* https://umontana.zoom.us/j/93321792081

*Teaching Assistant:* John Harrington | john.harrington@umontana.edu

The class is completely online. However, our TA will hold live help sessions each week.

- Monday: 10am – 11am
- Monday: 2pm-3pm
- Wednesday: 11am-noon

*Zoom link for live help sessions:*
https://umontana.zoom.us/j/92580659001?pwd=TDBDTWVnY0x1RGdjUm5VaFZVc3VWdz09

*Prerequisites:* None.

*Required Software:*

The 2019 version of Microsoft Word, Microsoft Excel and Microsoft Access are required to complete activities for this course (available on computers in student classrooms and campus labs). Included with the textbook bundle is a 180-day evaluation copy of the software. MC/UM students are eligible for a free version of Microsoft 365 ProPlus. Visit https://www.umt.edu/sait/student_resources/office-365.php for instructions on installation.

*Required Textbook and Simulation Software Package*

The course uses a required textbook authored by Poasty & Grauer and published by Peason Education. It is bundled with the MyITLab online simulation software package. (it is integrated with Moodle – access it through Moodle) This application provides electronic exercises using a simulation of the Microsoft Office productivity suite. Both an electronic copy and printed copy of the textbook bundle are available for the course.
There are two choices for the textbook. **PLEASE ONLY CHOOSE ONE!**

- **Printed Textbook**
  Custom Edition: Exploring Microsoft Office 2019 Volume 1; Poatsy & Grauer; Pearson Publishing 2019  
  SBN - 13: 978-1-323-95738-7
  **PLEASE PURCHASE FROM THE UM BOOKSTORE ONLY! (It is a CUSTOM text)**

- **Electronic Textbook**
  Register directly through the MyITLab website from Moodle (link is on the main Moodle page). Pay with credit card; no transaction needed with UM Bookstore.

**Learning Outcomes**

Students who have completed this course will be able to:

**Office 365**
1. Apply skills common across the Microsoft Office suite to create and format documents and edit content in Office 365 applications.

**Word**
2. Develop a document using features of Microsoft Word.

**Excel**
3. Create and format a basic Microsoft Excel worksheet.
4. Apply formulas and functions to calculate and analyze data.
5. Create charts and insert sparklines to represent data visually.
6. Demonstrate how to manage and analyze large sets of data.
7. Manage and analyze data by creating subtotals, PivotTables, and PivotCharts.
8. Demonstrate how to use decision-making tools.
9. Employ statistical functions to analyze data for decision making.

**Access**
10. Demonstrate understanding of relational database concepts.
11. Create and modify tables for data input and organization.
12. Develop queries to extract and present data.
13. Create queries to perform calculations and summarize data.
14. Develop and modify forms to input and manage data.
15. Create and modify reports to present information.

**Grading**

- Simulation Activities - 25%
- Grader Activities – 40%
- Quizzes – 15%
- Final Exam – 20%
Grading Scale

- 100-90 A, A-
- 89-80 B+, B, B-
- 79-70 C+, C, C-
- 69-60 D+, D, D-
- 59-and beyond F

CR/NCR – credit/no credit, 70 or greater must be earned for credit (determined by Computer Science Department policy), which is a C or better.

Late Work Policy

Late work will NOT be accepted.

Academic Dishonesty

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at http://www.umt.edu/student-affairs/community-standards/default.php

Additional class policies and information:

- For important dates and deadlines related to classes, visit: http://catalog.umt.edu/academics/policies-procedures
- Also in the University catalog, review the policy on incompletes. In particular, note that incompletes can only be assigned when the student has “been in attendance and doing passing work up to three weeks before the end of the semester.” Incompletes will not be issued simply to prevent a failing grade.
- Students with disabilities will receive reasonable modifications in this course. Your responsibilities are to request them from me with sufficient advance notice, and to be prepared to provide verification of disability and its impact from Disability Services for Students. Please speak with me after class or during my office hours to discuss the details. For more information, visit the Disability Services for Students website at http://www.umt.edu/disability.