

# Introduction to Computer Modeling

SPRING 2016

## Basic Course Information

---

<b>Course Number</b>	CSCI-172
<b>Prerequisites</b>	Math 095 or Consent of Instructor
<b>Instructor</b>	Angela Gross
<b>Email</b>	<a href="mailto:angela.gross@umontana.edu">angela.gross@umontana.edu</a>
<b>Phone</b>	(707) 739 - 6037
<b>Office</b>	Social Science 406
<b>Office Hours</b>	Tuesday: 12-1 PM Thursday: 12-1 PM ( <i>Other times by appointment</i> )

## Textbook

---

CSCI 172 Introduction to Computer Modeling: Exploring Office 2013 Plus

- ❖ ISBN: 9781269977906
- ❖ Custom program put together by the University of Montana
- ❖ Comes with Pearson Online access code **required** to do homework

## Course Components

---

### Moodle

Assignments (and due dates) will be posted to Moodle, and will be the primary source of information for the course. The **midterm and final exams** will be on Moodle as well. Although there should be grades on the Pearson lab site, your final grades will be in Moodle.

### Pearson My IT Lab

#### Overview

Pearson provides the Skill-Based Exercises (Simulation Training), Grader Projects, and Chapter Quizzes which will be the main part of your grade.

#### Registration Instructions

*Get an Access Code*

You can either get an access code:

- ❖ Via the textbook (see above)
- ❖ Via the Pearson Website

If you decide to purchase an access code on the website, you can purchase just the access code itself or an access code bundled with the eText.

#### *Register*

1. Go to the [Pearson MyLab and Mastering Website](#)

2. Click on the “Student” button at the right of the window (Alternatively, click the “Get Registered” link in “Student”)
3. Provide:
  - ❖ **Email:** Use your UM email address! (e.g. [first.last@umontana.edu](mailto:first.last@umontana.edu) or [first.last@umconnect.umt.edu](mailto:first.last@umconnect.umt.edu))
  - ❖ **Course ID:** **o'conner75992**
  - ❖ **Access Code:** The Pearson Online access code included in the textbook package

## Course Policies

---

### Student Conduct Code

Student Conduct Code found here: [Student Conduct Code Webpage](#)

### Assignment Information

Here is some general information about the assignments:

- ❖ **Unlimited Attempts**
  - You can redo assignments as many times as you want *up until to the due date*.
  - Your grade is the highest grade you receive of all attempts
- ❖ **All Assignments Are Open**
  - You can work ahead on the assignments and finish the homework ahead of time.
- ❖ **Absolutely No Late Work**
  - Do your work by the due date!
  - Late work *will not* be accepted.
  - Pearson is in Eastern Standard Time and the time zone cannot be changed. Thus, **all of the assignments are actually due at 9:59 PM.**
- ❖ **The Mac Version of Office 2013 Doesn't Work**
  - It works through Excel Chapter 3, but then you will be marked off because the Mac version of office cannot do what you are assigned to do.
  - Using the Mac version of office **does not excuse:**
    - Missed points because of incompatibility
    - Late work
  - Labs are provided specifically for those who do not have access to a Windows machine!
- ❖ **Back Up Your Work!**
  - USB Flash Drives
  - Google Drive
  - Dropbox
  - One Drive
  - UM Box Account
  - (and many more)

### Grading

Every week there will be 3 assignments due:

- ❖ Grader Project
- ❖ Simulation Training
- ❖ Chapter Quiz

There will also be a Midterm and Final test during the semester.

Your lowest grade will automatically be dropped from each of the assignment categories in Moodle. (Grader Project, Simulation Training, and Chapter Quiz)

Attendance is *not graded* and thus not mandatory. However, you are responsible for everything you miss if you choose not to come to class. I will not take up regular class time to make up for those who choose not to attend regularly. There will also be an extra credit component of lecture that will help you complete grader projects, and the extra credit will apply directly to the grader project category.

### Grading Distribution

Assignments/Tests	Grade Percentage
<b>Grader Projects</b>	40%
<b>Simulation Training</b>	30%
<b>Chapter Quizzes</b>	10%
<b>Midterm Test</b>	10%
<b>Final Test</b>	10%

### Grading Policy

Letter	Highest	Lowest
<b>A</b>	100.00 %	93.00 %
<b>A-</b>	92.99 %	90.00 %
<b>B+</b>	89.99 %	87.00 %
<b>B</b>	86.99 %	83.00 %
<b>B-</b>	82.99 %	80.00 %
<b>C+</b>	79.99 %	77.00 %
<b>C</b>	76.99 %	73.00 %
<b>C-</b>	72.99 %	70.00 %
<b>D+</b>	69.99 %	67.00 %
<b>D</b>	66.99 %	63.00 %
<b>D-</b>	62.99%	60.00%
<b>F</b>	59.99 %	0.00 %

### Disability Modifications

The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students ([Link to DSS Website](#)). If you think you may have a disability adversely affecting your academic performance, and you have not already registered with Disability Services, please contact Disability Services in Lommasson Center 154 or call 406-24302243. I will work with you and Disability Services to provide an appropriate modification.

## Course Calendar

---

This is subject to change, so please check Moodle frequently!

Dates	Topic	What's Due?
01/25 – 01/31	Pearson Registration Setup and Office Fundamentals	N/A
02/01 – 02/07	Ch. 1: Introduction to Excel	Office Fundamentals End-of-Chapter Quiz
02/08 – 02/14	Ch. 2: Formulas and Functions	Excel Chapter 1 Assignments
02/15 – 02/21	Ch. 2: Formulas and Functions	N/A
02/22 – 02/28	Ch. 3: Charts	Excel Chapter 2 Assignments
02/29 – 03/06	Ch. 4: Datasets and Tables	Excel Chapter 3 Assignments
03/07 – 03/13	Ch. 5: Subtotals, PivotTables, and PivotCharts	Excel Chapter 4 Assignments

03/14 – 03/20	Ch. 6: What-If Analysis	Excel Chapter 5 Assignments
03/21 – 03/27	<b>Midterm</b>	Excel Chapter 6 Assignments, Midterm
03/28 – 04/03	Ch. 1: Introduction to Access	N/A
04/04 – 04/10	Spring Break (No class or lab)	Access Chapter 1 Assignments
04/11 – 04-17	Ch. 2: Tables and Queries	N/A
04/18 – 04/24	Ch. 3: Customize, Analyze, and Summarize Query Data	Access Chapter 2 Assignments
04/25 – 05/01	Ch. 4: Creating and Using Professional Reports	Access Chapter 3 Assignments
05/02 – 05/08	Finals Preparation	Access Chapter 4 & Extra Assignments
05/09 – 05/15	<b>Final</b>	Final