Course Coordinator / Lab Supervisor

Ann Cameron
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Lecturers

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Pat Riddle

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Office Hours: Open-door policy, visit any time (or email for appointment)

Lecture Times

Morning Stream  9am Monday, 9am Tuesday, 9am Wednesday
Afternoon Stream  5pm Monday, 2pm Tuesday, 2pm Wednesday

Course Description

A practical introduction to computing that will build confidence and familiarity with computers. Topics include: An overview of computer hardware and operating systems, effective use of common applications, using the Internet as a communication medium, applying programming concepts and social implications of technology.

As part of their practical work, students will use a variety of home and office applications including word processing, drawing, spreadsheets, web design, typesetting and databases.

This course would suit students who want a general introduction to computing, or those students intending to major in Computer Science who want to broaden their understanding of computing applications.

Reference Manual

A course reference manual is available on our course website. You can find the reference manual here:


The reference manual contains chapters on selected course topics (mainly lab topics). A number of additional readings from the WWW will be recommended.

Assessment

Your final grade will consist of 20% practical, and 80% theoretical components. The theory component will consist of a test worth 20% and a final exam worth 60%. The practical component will consist of 9 laboratory assignments worth 20% in total. As this course is designated as being of a practical nature, you must pass both the practical and the theoretical components separately to pass the course.
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<tr>
<th>Component</th>
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<tr>
<td>Practical</td>
<td>20%</td>
<td>Labs</td>
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<td>Theoretical</td>
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**Test**

The test is worth 20% of your final mark. The provisional date for the test is Tuesday 21st August, 2018 from 6:30pm – 7:30pm. The test is closed book, and calculators are not permitted. Marked tests will be handed back during your lab session. If you have a test timetable clash, please contact the course coordinator, Ann Cameron, as soon as possible.

**Exam**

The final exam is worth 60% of your final mark. Please check Student Services Online for the exam time and date. The exam is closed book, and calculators are not permitted. Provisional examination results can be obtained from Student Services Online.

**Missed Test or Exam**

If you miss the test/exam for any valid reason, or you sit the test/exam but believe that your performance was impaired for some reason, then you may be able to apply for an aegrotat, compassionate or special pass consideration. For more detailed information, refer to the Examination Regulations section of the University Calendar which is available online at https://www.calendar.auckland.ac.nz/

**Laboratory Sessions**

You must attend one 3 hour tutorial lab session each week. You will have enrolled in a particular lab time. You must attend at the same lab time each week. All of the labs for COMPSCI 111/111G are conducted in the First Floor Tutorial Laboratory (FTL), Room 175, which can be found on the first floor of the Computer Science extension to the Maths and Physics Building (Building 303). You do not have to book computers for use during the lab which you are enrolled in, and may use any computer in the lab during your lab time. Please arrive on time to your lab. After introducing the lab and announcing any notices, the tutor will sign your attendance sheet once you if have completed a certain proportion of the lab. You must be present at the *beginning* of the lab to have your attendance sheet signed.
Handing In Your Lab Assignments

You must complete all the tasks set in the lab assignment, and produce answers to all the questions. The answers should be typed and printed out. Attach all the printed pages required by the lab to your signed attendance sheet/cover sheet. Assignment cover sheets will be given out in the lab. Your assignment should be submitted to the appropriate hand-in box (located just outside the FTL) as soon as you have finished your assignment but no later than 5 minutes before the start of your next lab session. Assignments handed in late will be penalised by 10%, and they will not be accepted if they are more than a week overdue. Marked lab assignments will be returned to you in labs the following week.

If you have any queries or concerns regarding the lab sessions, please contact the lab supervisor, Ann Cameron.

Checking Your Marks on Canvas

You can check your marks by logging onto the Canvas system:

https://canvas.auckland.ac.nz/

If there are any problems with your lab marks or test marks, please see Ann Cameron.

Your First Lab

Lab sessions start in the second week of semester. When you arrive at the lab, you should sit down at any free computer. There will be tutors and lab demonstrators available throughout all the labs to help you. In order to use any of the computers you will need to log into the system. This will be your NetLogin and password that you use to log in to Student Services Online.

Please bring your Student ID card, a USB Flash drive and a pen to all your labs.

Academic Integrity

The University of Auckland will not tolerate cheating, or assisting others to cheat, and views cheating in coursework as a serious academic offence. The work that a student submits for grading must be the student's own work, reflecting his or her learning. Where work from other sources is used, it must be properly acknowledged and referenced. This requirement also applies to sources on the world-wide web. A student's assessed work may be reviewed against electronic source material using computerised detection mechanisms. Upon reasonable request, students may be required to provide an electronic version of their work for computerised review.
For information on the University's Policy on Cheating, please refer to the web page:
http://www.auckland.ac.nz/ua/home/about/teaching-learning/honesty

Do not copy anyone else's work, or allow anyone else to copy from you.

What to Do About Missed Lectures/Labs

If you miss a lecture, you should catch up as soon as possible by reading the relevant lecture notes and/or viewing the recorded lecture on Canvas. If you need to miss a lab session, please contact the lab supervisor, Ann Cameron.

Undergraduate Laboratories

If you wish to use a computer outside of your lab session, you may use one in the Ground Floor Computer Laboratory (GCL), Room 303S-G91, or the First Floor Computer Laboratory (FCL), Room 303S-191. Both of these laboratories are located in the Computer Science Extension to the Maths and Physics building (Building 303). You may use the computers in these laboratories any time during the opening hours. The opening hours are 9am – 9.45pm during weekdays and 9am – 8.45pm on weekends. The FTL lab can only be used during the specified lab times. The software is the same in all labs.

Class Website

The COMPSCI 111/111G website contains course information, lecture notes, previous years' tests and exams, etc. Web Address:
https://www.cs.auckland.ac.nz/courses/compsci111s2c/

Lecture Recordings

Recorded lectures can be found on Canvas.

Webmail

All students have a university email account. Your university email address is: NetID@aucklanduni.ac.nz, e.g. abcd001@aucklanduni.ac.nz. You can access your email from anywhere you have Internet access, by logging into
http://webmail.ec.auckland.ac.nz
You must read email sent to your university email address regularly, as staff members often send important messages to students via their university email address. When emailing staff members, please use your university email address.

**Print Quota**

You can add credit to your print quota at the library or the IC Helpdesk on Level 2 of the Kate Edger Information Commons, 11 Symonds St.

**How to Seek Assistance**

In the labs, there are always tutors and demonstrators available to help you.

If you have an administrative problem (e.g. you have been ill, you have a timetable clash with your lab or test, your marks have been incorrectly recorded, etc.), or any other sort of problem that you need help with, please see the course coordinator, Ann Cameron.

Students are urged to discuss privately any impairment-related requirements face-to-face and/or in written form with the course convenor/lecturer and/or tutor.

If you need extra help with understanding the course material, or preparing for the test or exam, you are very welcome to visit any of the teaching staff either during their office hours or at some other time when they are available.

There are many other resources available within the University, e.g. the Student Learning Centre, the library, DELNA (to identify where you may need help with your academic English) and ELE (English Language Enrichment - a set of resources to help you improve your English).

Make the most of your time in this course. Have fun!

Ann Cameron

June, 2018
Week 1 (16th July – 20th July)
No lab this week
Lecture 1: Introduction, course overview, hardware, components of a computer system
Lecture 2: bits, bytes, digital information
Lecture 3: Software, licences, conventions

Week 2 (23rd July – 27th July)
Lab 1: Introduction, using an operating system, WWW resources, email
Lecture 4: Introduction to networking and the Internet
Lecture 5: Electronic communication
Lecture 6: Publishing online using tools — blogs, wikis, file sharing

Week 3 (30th July – 3rd August)
Lab 2: Using the Internet—WWW, email, forums, blogs, wikis
Lecture 7: The World Wide Web, search engines, trusting information
Lecture 8: Social and Legal Issues
Lecture 9: Word processing, preferences, styles, references using RefWorks

Week 4 (6th August – 10th August)
Lab 3: Word processing
Lecture 10: Health and Technology
Lecture 11: Spreadsheets
Lecture 12: Spreadsheets

Week 5 (13th August – 17th August)
Lab 4: Spreadsheets
Lecture 13: Vector graphics and digital images
Lecture 14: Databases
Lecture 15: Databases

Week 6 (20th August – 24th August)
No labs this week
No lectures this week
Test held on Tuesday 21st August from 6:30pm–7:30pm

Mid-semester break: Monday 27th August – Friday 7th September. No lectures or labs

Week 7 (10th September – 14th September)
Lab 5: Databases
Lecture 16: Programming in Python — introduction, printing to output, variables
Lecture 17: Programming in Python — loops and conditions
Lecture 18: Programming in Python — turtle graphics

Week 8 (17th September – 21st September)
Lab 6: Python Programming
Lecture 19: Artificial Intelligence (AI)
Lecture 20: LaTeX
Lecture 21: LaTeX
**Week 9 (24th September – 28th September)**

*a Lab 7: LaTeX*
Lecture 22: Electronic Presentation, Web Design, HTML5 basics
Lecture 23: HTML5, CSS
Lecture 24: HTML5, CSS

**Week 10 (1st October – 5th October)**

*a Lab 8: Web Design – HTML5*
Lecture 25: History of Computing
Lecture 26: Digital Game Design
Lecture 27: Digital Game Design

**Week 11 (8th October – 12th October)**

*a Lab 9: Web Design - CSS*
Lecture 28: Revision
Lecture 29: Exam overview and revision – Last lecture 😊

**Week 12 (15th October – 19th October)**

*No lab this week*
*No lectures this week*