Course Coordinator / Lab Supervisor

Ann Cameron
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Phone: 373-7599, Ext 84947
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Office Hours: Open-door policy, visit any time (or email for appointment)

Lecturers

Damir Azhar
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Mike Barley
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Office Hours: Open-door policy, visit any time (or email for appointment)
Lecture Times

Morning Stream  11am: Monday, Tuesday, Thursday
Afternoon Stream  1pm: Monday, Tuesday, Thursday

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.

Lab Manual

The lab manual contains all the laboratory assignments that you are required to complete for this course. You need to bring along your lab manual to all of your lab sessions. The lab manual can be purchased from the University Book Shop (UBS). Please ensure that you have the 2017 Semester 2 lab manual. You cannot use lab manuals from previous semesters.

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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<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
<th>Assessment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Practical</td>
<td>20%</td>
<td>Labs</td>
<td>20%</td>
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<tr>
<td>Theoretical</td>
<td>80%</td>
<td>Test</td>
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<td>Exam</td>
<td>60%</td>
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**Test**

The test is worth 20% of your final mark. The provisional date for the test is Friday 1st September, 2017 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 Pages 57 – 59 of the University of Auckland’s 2017 Calendar.

**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. 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 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 and a USB Flash drive 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/hoa/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, 2017
CompSci111/111G Lecture and Lab Schedule
2017 Semester II

**Week 1 (24th July – 28th 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 (31st July – 4th August)**

*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 (7th August – 11th 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 (14th August – 18th August)**

*Lab 3: Word processing*
Lecture 10: LATEX
Lecture 11: LATEX
Lecture 12: Health and Technology

**Week 5 (21st August – 25th August)**

*Lab 4: LATEX*
Lecture 13: Electronic Presentation, Web Design, HTML5 basics
Lecture 14: HTML5, CSS
Lecture 15: HTML5, CSS

**Week 6 (28th August – 1st September)**

No labs this week
No lectures this week

Test held on Friday 1st September from 6:30pm–7:30pm

| Mid-semester break: Monday 4th September – Friday 15th September. No lectures or labs |

**Week 7 (18th September – 22nd September)**

*Lab 5: Web Design - HTML5*
Lecture 16: History of Computing
Lecture 17: Digital Game Design
Lecture 18: Digital Game Design

**Week 8 (25th September – 29th September)**

*Lab 6: Web Design - Cascading Style Sheets (CSS)*
Lecture 19: Vector graphics and digital images
Lecture 20: Spreadsheets
Lecture 21: Spreadsheets
Week 9 (2nd October – 6th October)
Lab 7: Spreadsheets
Lecture 22: Databases
Lecture 23: Databases
Lecture 24: Artificial Intelligence

Week 10 (9th October – 13th October)
Lab 8: Databases
Lecture 25: Programming in Python — introduction, printing to output, variables
Lecture 26: Programming in Python — loops and conditions
Lecture 27: Programming in Python — turtle graphics

Week 11 (16th October – 20th October)
Lab 9: Programming in Python
Lecture 28: Revision
Lecture 29: Exam overview and revision – Last lecture 😊

Week 12 (23rd October – 27th October)
No lab this week
No lectures this week