Course Coordinator

Ann Cameron

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Lecturers

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

Monday: 11:00 am - 12:00 noon in PLT1 (Maths and Physics Building 303)
Tuesday: 11:00 am - 12:00 noon in PLT1 (Maths and Physics Building 303)
Wednesday: 11:00 am - 1 pm in LibB10 (Library Basement, Building 109)
Thursday: 11:00 am - 12:00 noon in PLT1 (Maths and Physics Building 303)
Friday: 11:00 am - 12:00 noon in PLT1 (Maths and Physics Building 303)

Lecture Schedule

Week 1 (5th January - 6th January)
Lecture 1: Thurs - Introduction, hardware, components of a computer system
Lecture 2: Fri - Bits, bytes, digital information

Week 2 (9th January - 13th January)
Lecture 3: Mon - Software, licences, conventions
Lecture 4: Tues - Introduction to networking and the Internet
Lecture 5: Wed - Electronic communication: email, forums, etc.
Lecture 6: Wed - Publishing online using tools – blogs, wikis, etc.
Lecture 7: Thurs - The World Wide Web, search engines, trusting information
Lecture 8: Fri - Word processing, preferences, styles, references using RefWorks

Week 3 (16th January - 20th January)
Lecture 9: Mon - History of Computing
Lecture 10: Tues - Social, Legal and Ethical Issues
Lecture 11: Wed - LaTeX (Part 1)
Lecture 12: Wed - LaTeX (Part 2)
Lecture 13: Thurs - Digital Game Design (Part 1)
Lecture 14: Fri - Digital Game Design (Part 2)

Week 4 (23rd January - 27th January)
Lecture 15: Mon - HTML5 (Part 1 Introduction, Basics)
Lecture 16: Tues - HTML5 and CSS (Part 2)
Lecture 17: Wed - HTML5 and CSS (Part 3)
Lecture 18: Wed - Spreadsheets (Part 1)
Lecture 19: Thurs - Spreadsheets (Part 2)

Week 5 (30th January - 3rd February)
Monday 30th January - Holiday (Auckland Anniversary Observance)
No lectures this week
Test held on Wed 1st February 11:30am – 12:30pm (provisional)

Week 6 (6th February - 10th February)
Monday 6th February - Holiday (Waitangi Day Observance)
Lecture 20: Tues - Databases (Part 1)
Lecture 21: Wed - Databases (Part 2)
Lecture 22: Wed - Programming in Python – Introduction
Lecture 23: Thurs - Programming in Python – Conditionals and Loops

Week 7 (13th February - 17th February)
Lecture 25: Mon - Artificial Intelligence
Lecture 26: Tues - Vector Graphics and Digital Images
Lecture 27: Wed - Exam overview and revision (Part 1)
Lecture 28: Wed - Exam overview and revision (Part 2)

No more lectures or labs.

Lab Schedule

Week 1 (5th January - 6th January)
No lab this week – locate the FTL (303S-175) before Monday

Week 2 (9th January - 13th January)
Lab 1: (Mon/Tues) - Introduction, using an operating system, WWW resources
Lab 2: (Thurs/Fri) - Using the Internet – WWW, email, forums, blogs, wikis

Week 3 (16th January - 20th January)
Lab 3: (Mon/Tues) - Word Processing and Refworks
Lab 4: (Thurs/Fri) - \LaTeX

Week 4 (23rd January - 27th January)
Lab 5: (Mon/Tues) - HTML5
Lab 6: (Thurs/Fri) - CSS

Week 5 (30th January - 3rd February)
No lab in the first half of this week (Anniversary Day on Monday)
Lab 7: (Thurs/Fri) - Spreadsheets

Week 6 (6th February - 10th February)
No lab in the first half of this week (Waitangi Day on Monday)
Lab 8: (Thurs/Fri) - Databases

Week 7 (13th February - 17th February)
Lab 9: (Mon/Tues) - Python Programming

No more labs.

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, 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 Summer School lab manual. You cannot use lab manuals from previous semesters.

Reference Manual

A course reference manual is available online which 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>
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<tbody>
<tr>
<td>Practical</td>
<td>20%</td>
<td>Labs</td>
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<tr>
<td>Theoretical</td>
<td>80%</td>
<td>Test</td>
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<td>Exam</td>
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**Test**

The test is worth 20% of your final mark. The provisional date for the test is Wed 1st February from 11:30am – 12:30pm. The test is closed book, and calculators are not permitted. Marked tests will be handed back during your lab session.

**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 54 – 56 of the University of Auckland’s 2017 Calendar.

**Compulsory Laboratory Sessions**

You must attend two compulsory 3 hour lab sessions each week. One will be on Monday or Tuesday and the other on Thursday or Friday. You will have enrolled in 2 lab times. Your Monday/Tuesday lab time is labelled “Lab” on Student Services Online, and your Thursday/Friday lab is labelled “Tut”. You should attend the same lab times each week. All of the labs for COMPSCI 111/111G are conducted in the First Floor Teaching Laboratory (FTL), Room 175, which can be found on the first floor of the Computer Science extension to the Maths and Physics Building (Building 303S). You do not have to book computers for use during the lab which you are enrolled in, and may use any computer in the FTL 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 very 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 at the beginning of the lab. Your assignment should be submitted to the appropriate hand-in box (located just outside the FTL) sometime before the start of your next lab session. 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 course coordinator, 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 (Monday 9th January or Tuesday 10th January depending on which day you chose when you enrolled). When you arrive at the FTL (Room 303S-175), 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 in to the system. This will be your username and password that you use to log in to Student Services Online.

Please bring your lab manual, your Student ID card, and a USB flash drive to all your labs (including your first lab).

Policy on Cheating and Plagiarism

Cheating is viewed as an extremely serious offence by the University of Auckland. Penalties are administered by the Discipline Committee of the Senate, and may include suspension or expulsion from the university. 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. Never give a copy of your lab assignment to another student.
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 cannot attend a particular lab session for a valid reason, please contact the course supervisor, Ann Cameron as soon as possible.

Undergraduate Laboratories

If you wish to use a computer outside of your lab session, you may use one in the Ground Floor Computer Lab (GCL - Room 303S-G91 on the ground floor of the Computer Science Extension to the Maths and Physics Building). You may use the computers in this laboratory any time during the opening hours. The opening hours will be announced at the beginning of January. The FTL (303S-175) lab can only be used during scheduled lab sessions. 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:

http://www.cs.auckland.ac.nz/compsci111/

Lecture Recordings

Recorded lectures can be found on Canvas.

Webmail

All students have a university email account. Your university email address is: username@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 and include your Student Id Number.
Print Quota

You can add credit to your print quota at 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 friendly 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 asked to discuss privately any impairment related requirements face-to-face and/or in written form with the course coordinator, Ann Cameron.

If you need extra help with understanding the course material, or preparing for the test or exam, you are very welcome to ask one of the tutors in the lab or visit any of the teaching staff (Ann, Angela, Damir or Reuel) in their office.

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.