COMPSCI 111/111G Course Information
Summer School, 2019

Course Coordinator

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

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 LibB15 (Library Basement, Building 109)
Tuesday: 11:00 am - 12:00 noon in LibB15 (Library Basement, Building 109)
Wednesday: 11:00 am - 1 pm in LibB15 (Library Basement, Building 109)
Thursday: 11:00 am - 12:00 noon in LibB15 (Library Basement, Building 109)
Friday: 11:00 am - 12:00 noon in LibB15 (Library Basement, Building 109)

Lecture Schedule

Week 1 (7th January - 11th January)
Lecture 1: (Mon) Introduction, course overview, hardware, components of a computer system
Lecture 2: (Tues) Bits, bytes, digital information
Lecture 3: (Wed) Software, licences, conventions
Lecture 4: (Wed) Introduction to networking and the Internet
Lecture 5: (Thurs) Electronic communication
Lecture 6: (Fri) Publishing online using tools — blogs, wikis, file sharing

Week 2 (14th January - 18th January)
Lecture 7: (Mon) The World Wide Web, search engines, trusting information
Lecture 8: (Tues) Social and Legal Issues
Lecture 9: (Wed) Word processing, preferences, styles, references using RefWorks
Lecture 10: (Wed) Health and Technology
Lecture 11: (Thurs) Spreadsheets (Part 1)
Lecture 12: (Fri) Spreadsheets (Part 2)

Week 3 (21st January - 25th January)
Lecture 13: (Mon) Vector graphics and digital images
Lecture 14: (Tues) Databases (Part 1)
Lecture 15: (Wed) Databases (Part 2)
Lecture 16: (Wed) Programming in Python — introduction, printing to output, variables
Lecture 17: (Thurs) Programming in Python — loops and conditions
Lecture 18: (Fri) Programming in Python — turtle graphics

Week 4 (28th January - 1st February)

Monday 28th January is a public holiday (Auckland Anniversary Day)
No lectures or labs on Monday. Tuesday or Wednesday this week
Test held on Wednesday 30th January from 11:30am – 12:30pm in F&PAA

Lecture 19: (Thurs) \LaTeX (Part 1)
Lecture 20: (Fri) \LaTeX (Part 2)

Week 5 (4th February - 8th February)

Lecture 21: (Mon) Electronic Presentation, Web Design, HTML5 basics
Lecture 22: (Tues) Web Design - HTML5

Wednesday 6th February is a public holiday (Waitangi Day)

Lecture 23: (Thurs) Web Design - CSS
Lecture 24: (Fri) History of Computing

Week 6 (11th February - 15th February)

Lecture 25: (Mon) Digital Games
Lecture 26: (Tues) Artificial Intelligence (AI)
Lecture 27: (Wed) Revision
Lecture 28: (Wed) Exam overview and revision – Last lecture

No more lectures or labs.

Lab Schedule

Week 1 (7th January - 11th January)
No lab first half of this week – locate the FTL (303S-175) before Thursday
Lab 1: (Thurs/Fri) - Introduction, Windows 10, WWW resources

Week 2 (14th January - 18th January)
Lab 2: (Mon/Tues) - Using the Internet – WWW, email, forums, blogs, wikis
Lab 3: (Thurs/Fri) - Word Processing and Refworks

Week 3 (21st January - 25th January)
Lab 4: (Mon/Tues) - Spreadsheets (using Microsoft Excel)
Lab 5: (Thurs/Fri) - Databases (using Microsoft Access)
Week 4 (28th January - 1st February)
Monday 28th January is a public holiday (Auckland Anniversary Day)
No lectures or labs on Monday, Tuesday or Wednesday this week

Test held on Wednesday 30th January from 11:30am – 12:30pm in F&PA

Lab 6: (Thurs/Fri) - Programming in Python

Week 5 (4th February - 8th February)
Lab 7: (Mon/Tues) - LATEX
Wednesday 6th February is a public holiday (Waitangi Day)
Lab 8: (Thurs/Fri) - Web Design using HTML5

Week 6 (11th February - 15th February)
Lab 9: (Mon/Tues) - Web Design using HTML5 and CSS

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.

Online Course 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 30% practical, and 70% theoretical components. The theory component will consist of a test worth 20% and a final exam worth
50%. The practical component will consist of 9 laboratory assignments worth 30% 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>30%</td>
<td>Labs</td>
<td>30%</td>
</tr>
<tr>
<td>Theoretical</td>
<td>70%</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 30th January from 6:30pm – 7:30pm in Fisher & Paykel Appliances Auditorium in the Owen G. Glenn Building (F&PAA Room 260-115). The test is closed book, and calculators are not permitted. Your results will be emailed to you.

**Exam**

The final exam is worth 50% 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 Examinations Office website or Pages 54 – 56 of the University of Auckland’s 2019 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. The tutor will first introduce the lab and announce any notices. Lab assignment booklets and cover sheets /
attendance sheets will be handed out at the beginning of each lab. The tutor will sign your attendance sheet once you have completed a certain portion of the lab assignment. 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 last half of the first week (Thursday 10\textsuperscript{th} January or Friday 11\textsuperscript{th} 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 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/uaa/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
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, Aniket, Danielle or Damir) 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.