1. **Course:** CPSC 203: Introduction to Problem Solving using Application Software  
   **Lecture Sections:**  
   L01, TR 12:30-13:45, James Tam, ICT 707, 210-9455, tam@ucalgary.ca  
   Office Hours: M 15:30-16:20 T 14:00-14:50  
   (If I am not in my office at the start of office hours then wait a few minutes so I can make my way from my lecture or else you can catch me after the respective lecture for the day)  
   **Course Website:** http://www.cpsc.ucalgary.ca/~tamj/2016/203W/  
   **Computer Science Department Office, ICT 602, 220-6015, cpsc@cpsc.ucalgary.ca**

2. **Prerequisites:** None.  
   (http://www.ucalgary.ca/pubs/calendar/current/computer-science.html#3620)

3. **Grading:** The University policy on grading and related matters is described in sections F.1 and F.2 of the online University Calendar. In determining the overall grade in the course the following weights will be used:  
   - Assignments: 35%  
   - Midterm: 25%  
   - Final Exam: 40%  
   (Thursday March 3rd, 2016 at 17:00 in ST 140)  
   This course will have a Registrar's Scheduled Final Exam.  
   Each course component will be computed using a grade point. However incremental grades will be awarded, on individual components, which go up in increments of 0.1 starting at a grade point of 1.0 i.e., 1.1, 1.1, 1.2, 1.3…4.0. Also some components may allow for a “bonus” grade to be awarded (4.1, 4.2, 4.3).  
   The term grade will be calculated by summing the following: each component grade multiplied by the weight for each component and then reconverted to a final letter grade using the Official University Grade Point equivalents.

4. **Missed Components of Term Work:** The regulations of the Faculty of Science pertaining to this matter are found in the Faculty of Science area of the Calendar. Section 3.6. It is the student's responsibility to familiarize theirself with these regulations. See also Section E.6 of the University calendar.

5. **Scheduled Out-of-Class Activities:** REGULARLY SCHEDULED CLASSES HAVE PRECEDENCE OVER ANY OUT-OF-CLASS-TIME ACTIVITY. If you have a clash with this out-of-class activity, please inform your instructor as soon as possible so that alternative assignments can be arranged.

6. **Course Materials:**  
   The course textbook will be made available during the semester and can be purchased at the Student's Union Bound and Copied in MacEwan Student Centre (Recommended)  
   **Online Course Components:** Course notes available through the course website are mandatory.

7. **Examination Policy:** Closed book. No aids of any kind are allowed. Students should also read the Calendar, Section G, on examinations.
8. **Approved Mandatory and Optional Course Supplemental Fees:** None.

9. **Writing across the Curriculum Statement:** In this course, the quality of the student’s writing in the weighted components of the course will be a factor in the evaluation of these components. See also Section E.2 of the University Calendar.

10. **Human Studies Statement:** See Section E.5 of the University Calendar.

11. **OTHER IMPORTANT INFORMATION FOR STUDENTS:**

   a) **Misconduct:** Academic misconduct (cheating, plagiarism, or any other form) is a very serious offense that will be dealt with rigorously in all cases. A single offence may lead to disciplinary probation or suspension or expulsion. The Faculty of Science follows a zero tolerance policy regarding dishonesty. Please read the sections of the University Calendar under Section K, Student Misconduct to inform yourself of definitions, processes and penalties.

   b) **Assembly Points:** In case of emergency during class time, be sure to FAMILIARIZE YOURSELF with the information on assembly points which can be found in each classroom and building.

   c) **Student Accommodations:** Students needing an Accommodation because of a Disability or medical condition should contact Student Accessibility Services in accordance with the Procedure for Accommodations for Students with Disabilities available at http://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities_0.pdf. Students needing an Accommodation in relation to their coursework or to fulfill requirements for a graduate degree, based on a Protected Ground other than Disability, should communicate this need, preferably in writing, to the Associate Head of Computer Science. Dr. Ben Stephenson, by email bdstephe@ucalgary.ca or phone 403-220-6781.

   d) **Safewalk:** Campus Security will escort individuals day or night (http://www.ucalgary.ca/security/safewalk/). Call 403-220-5333 for assistance. Use any campus phone, emergency phone or the yellow phones located at most parking lot pay booths.

   e) **Freedom of Information and Privacy:** This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIPP). As one consequence, students should identify themselves on all written work by placing their name on the front page and their ID number on each subsequent page. For more information see also http://www.ucalgary.ca/secretariat/privacy

   f) **Student Union Information:** VP Academic (403) 220-3911 suvpaca@ucalgary.ca SU Faculty Rep (403) 220-3913 science1@su.ucalgary.ca, science2@su.ucalgary.ca and science3@su.ucalgary.ca. Student Ombuds Office: (403) 220-6420 ombuds@ucalgary.ca. http://ucalgary.ca/provost/students/ombuds

   g) **Internet and Electronic Device Information:** You can assume that in all classes that you attend your cell phone should be turned off unless instructed otherwise. All communications with other individuals via laptop computers, cell phones or other devices connectable to the internet in not allowed during class time unless specifically permitted by the instructor. If you violate this policy you may be asked to leave the classroom. Repeated abuse may result in a charge of misconduct.

   h) **U.S.R.I.:** At the University of Calgary feedback provided by students through the Universal Student ratings of Instruction (USRI) survey provides valuable information to help with evaluating instruction, enhancing learning and teaching, and selecting courses (www.ucalgary.ca/usri). Your responses make a difference – please participate in USRI surveys.

Department Approval ____________________________________________ Date __________________________

Associate Dean’s Approval for out of regular class-time activity: ____________________________ Date: __________________________

*A signed copy of this document is kept on file in the Computer Science Main Office ICT 602*
Tentative Topics Covered:

- Computer fundamentals
- Logic
- Spreadsheets: analysing and visualizing information
- Databases: storing and retrieving information
- VBA macro programming
- The Internet
- Web Design
- Computer security and privacy