

CS131: Software For Personal Computing

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1 Class Overview

After successfully completing this class, you will have a decent understanding of how personal computers work and how to make them work for you. First, we'll conduct a non-technical study of Windows. Then, we'll move on to using some common but extremely useful applications (including, but not limited to Microsoft Office).

Class Time: MW 1:00PM to 2:15PM

Class Location: 5502 Sennott Square

Class Number: 11888

Prerequisites: None

Not Required Book: *Go! With Microsoft Office 2007 Introductory*¹

2 Course Requirements

2.1 Course Schedule

The schedule is posted online at:
<http://www.cs.pitt.edu/~rmoore/cs131/>

2.2 Attendance Requirements

Students should consistently make honest attempts to show up to every class. Class will cover material not found in books or online notes. Some of this new material will be on quizzes

and/or tests. Quite regularly, in class lab exercises will be given. The labs will count for points on a pass/fail basis. Students who miss a pop quiz or an in class lab will not be given a chance to retake the pop quiz and/or lab.

If you know that you will be missing a class, tell me in advance and I'll be more than happy to let you make up the work. Legitimate reasons for missing a class include but are not limited to religious observances, extracurricular events (athletic events, scholarly events, etc.), or disease.

If you miss a non-pop quiz or test, then either I will schedule a time for you to make it up or I will just make the next quiz or test that you take count for twice as much. The makeup quiz or test will have different questions than the original one and as a result may be more difficult.

Lastly, do not sleep in class or spend your time surfing the Internet. It is distracting and disrespectful. If you want to check your e-mail, Facebook, or so on, arrive early to class and do it before class starts.

2.3 Students with Disabilities

If you have a disability for which you are or may be requesting an accomodation, please contact [Disability Resources and Services](#) located at 216 William Pitt Union. Or, you can reach them at (412) 648-7890 or (412) 383-7355 (TTY). Please, do this as early as possible. DRS will verify your

¹By: Gaskin, Ferrett, Vargas, Marks. ISBN: 978-0-13-167999-3

disability and determine reasonable accommodations for this course.

2.4 Cheating and Collaboration

Any parties involved in cheating, directly or indirectly, will receive a 0 on the assignment or test involved. Any further offenses will result in an F² for the course and reporting of the offense to the university. Cheating also includes plagiarism, lying, or any other action which gives a student an unfair advantage over any other student.

Individual submissions which are unnaturally similar (beyond mere coincidence) will be considered to have been copied from each other.

When working on an individual assignment, students should do most of the thinking, typing, reading, and design by themselves. Students may give each other figurative pushes in the right direction, but never should one student lead another to the answer. Once a student has finished an assignment or mastered a concept with the help of a peer, they should be able to work through it again on his/her own. When two students are discussing how to complete an assignment, the discussion should never become so detailed that a written record is made or required.

Cheating most definitely includes two or more students working together on a computer, then copying and pasting the resulting file and submitting it as if each file was different from the other and/or acting or implying that the work was done independently.

2.5 Communication

I expect that everyone check their e-mail at least once a day. If this is a problem for you, let me

know. I will try to give plenty of advance notice if a message involves an update to an assignment (due date change, clarification, extra credit opportunities, etc.) so as to not cause any unnecessary stress for you.

If you start to fall behind or are having trouble grasping some of the concepts in class. Please, let me know and I'll spend extra time helping you understand. If you are experiencing hard times and are having trouble completing your assignments (death or illness in the family, personal illness or problem, etc.) then let me know. I will be more than happy to make exceptions (e.g., give you more time to complete your work).

Lastly, I care about you and your education. If you feel that you have some constructive advice, if you think that the entire class is having trouble with a concept, or if you think something is unfair (difficulty of the material, amount of the material, etc), let me know so that I can make things right. You can always e-mail or talk to me and I welcome your input.

3 Assignments and Grading

| % of Grade: | Classification: |
|-------------|-----------------|
| 20% | Mid-Term |
| 30% | Final |
| 20% | Labs/Class work |
| 10% | Quizzes |
| 20% | Homework |

Grading rubrics, complementary material, and assignments will be posted online at the class web site: <http://www.cs.pitt.edu/~rmoore/cs131/>

²The F stands for failure.