



UNIVERSITY OF CALGARY  
 FACULTY OF SCIENCE  
 DEPARTMENT OF COMPUTER SCIENCE  
 COURSE OUTLINE

1. **Course:** CPSC 203, Introduction to Problem Solving using Application Software -- Winter 2018

*Lecture 01:* (TR, 12:30-13:45 in EDC179)

Instructor Name	Email	Phone	Office	Hours
James Tam	tam@ucalgary.ca	403-210-9455	ICT707	MT: 14:00 - 14:50

*Course Site:*

D2L: CPSC 203 L01-(Winter 2018)-Introduction to Problem Solving using Application Software

[www.cpsc.ucalgary.ca/~tamj/2018/203W](http://www.cpsc.ucalgary.ca/~tamj/2018/203W)

Department of Computer Science: ICT 602, 403 220-6015, cpsc@cpsc.ucalgary.ca

Students must use their U of C account for all course correspondence.

2. **Prerequisites:**

See section [3.5.C](#) in the Faculty of Science section of the online Calendar.

Not open to Computer Science majors.

Basic familiarity with personal computers and commonly used software, including word processors, electronic mail and web browsers, will be assumed.

3. **Grading:**

The University policy on grading and related matters is described in [F.1](#) and [F.2](#) of the online University Calendar. In determining the overall grade in the course the following weights will be used:

Component(s)	Weighting %
Assignments	30%
Midterm	30%
Final exam	40%

Each of the above components will be given a letter grade using the official university grading system. The final grade will be calculated using the grade point equivalents weighted by the percentages given above and then converted 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 in [Section 3.6](#). It is the student's responsibility to familiarize himself/herself with these regulations. See also [Section E.3](#) of the University Calendar

5. **Scheduled out-of-class activities:**

The following out of class activities are scheduled for this course:

Out of Class Midterm, scheduled for 120 min on Thursday February 15 2018 at 4:00 pm ST 148

**REGULARLY SCHEDULED CLASSES HAVE PRECEDENCE OVER ANY OUT-OF-CLASS-TIME-**

**ACTIVITY.** If you have a conflict with the out-of-class-time-activity, please contact your course coordinator/instructor no later than **14 days prior** to the date of the out-of-class activity so that alternative arrangements may be made.

## 6. Course Materials:

### Optional Textbook(s):

James Tam, Computer Science Chop Suey! Computer and Software Fundamentals, Practical Problem Solving, Wiley  
Richard Mansfield, Mastering VBA for Microsoft Office 2013, Wiley

(Main recommended text)

Computer Science Chop Suey! Computer & software fundamentals, practical problem solving by James Tam (Published by Wiley)

(Recommended text for the VBA section only)

Mastering VBA for Microsoft Office 2013 by Richard Mansfield (Published by Wiley)

## 7. Examination Policy:

No aids are allowed on tests or examinations

Students should also read the Calendar, [Section G](#), on Examinations.

## 8. Approved Mandatory and Optional Course Supplemental Fees:

There are no mandatory or optional course supplemental fees for this course

## 9. Writing across the Curriculum Statement:

For all components of the course, in any written work, the quality of the student's writing (language, spelling, grammar, presentation etc.) can be a factor in the evaluation of those reports. See also Section [E.2](#) of the University Calendar.

## 10. Human studies statement:

Students will not participate as subjects or researchers in human studies.

## 11. Reappraisal of Grades:

A student wishing a reappraisal, should first attempt to review the graded work with the Course coordinator/instructor or department offering the course. Students with sufficient academic grounds may request a reappraisal. Non-academic grounds are not relevant for grade reappraisals. Students should be aware that the grade being reappraised may be raised, lowered or remain the same. See [Section I.3](#) of the University Calendar.

1. **Term Work:** The student should present their rationale as effectively and as fully as possible to the Course coordinator/instructor within **15 days** of either being notified about the mark, or of the item's return to the class. If the student is not satisfied with the outcome, the student shall immediately submit the Reappraisal of Graded Term work form to the department in which the course is offered. The department will arrange for a re-assessment of the work if, and only if, the student has sufficient academic grounds. See sections [I.1](#) and [I.2](#) of the University Calendar
2. **Final Exam:** The student shall submit the request to Enrolment Services. See [Section I.3](#) of the University Calendar.

## 12. OTHER IMPORTANT INFORMATION FOR STUDENTS:

- a. **Misconduct:** Academic misconduct (cheating, plagiarism, or any other form) is a very serious offence 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. Examples of academic misconduct may include: submitting or presenting work as if it were the student's own work when it is not; submitting or presenting work in one course which has also been submitted in another course without the instructor's permission; collaborating in whole or in part without prior agreement of the instructor; borrowing experimental values from others without the instructor's approval; falsification/ fabrication of experimental values in a report. **These are only examples.**
- b. **Assembly Points:** In case of emergency during class time, be sure to FAMILIARIZE YOURSELF with the information on [assembly points](#).
- c. **Academic Accommodation Policy:** 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 [procedure-for-accomodations-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 Undergraduate Affairs of the Department of Computer Science, Nathaly Verwaal by email [nmverwaa@ucalgary.ca](mailto:nmverwaa@ucalgary.ca) or phone 403-220-8485. Religious accommodation requests relating to class, test or exam scheduling or absences must be submitted no later than **14 days** prior to the date in question: <http://www.ucalgary.ca/pubs/calendar/current/e-4.html>

- d. **Safewalk:** Campus Security will escort individuals day or night ([www.ucalgary.ca/security/safewalk/](http://www.ucalgary.ca/security/safewalk/)). Call [403-220-5333](tel: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 (FOIPPA). 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 [www.ucalgary.ca/legalservices/foip](http://www.ucalgary.ca/legalservices/foip).
- f. **Student Union Information:** VP Academic, Phone: [403-220-3911](tel:403-220-3911) Email: [suvpaca@ucalgary.ca](mailto:suvpaca@ucalgary.ca). SU Faculty Rep., Phone: [403-220-3913](tel:403-220-3913) Email: [sciencerep@su.ucalgary.ca](mailto:sciencerep@su.ucalgary.ca). Student Ombudsman, Email: [suvpaca@ucalgary.ca](mailto:suvpaca@ucalgary.ca).
- g. **Internet and Electronic Device Information:** Unless instructed otherwise, cell phones should be turned off during class. All communication with other individuals via laptop, tablet, smart phone or other device is prohibited during class unless specifically permitted by the instructor. Students that violate this policy may be asked to leave the classroom. Repeated violations may result in a charge of misconduct.
- h. **Surveys:** At the University of Calgary, feedback through the Universal Student Ratings of Instruction ([USRI](#)) survey and the Faculty of Science Teaching Feedback form provides valuable information to help with evaluating instruction, enhancing learning and teaching, and selecting courses. Your responses make a difference - please participate in these surveys.
- i. **SU Wellness Center:** The Students Union Wellness Centre provides health and wellness support for students including information and counselling on physical health, mental health and nutrition. For more information, see [www.ucalgary.ca/wellnesscentre](http://www.ucalgary.ca/wellnesscentre) or call [403-210-9355](tel:403-210-9355).

**Department Approval:**

Electronically Approved

**Date:** 2018-01-05 14:18

**Associate Dean's Approval for out of regular class-time activity:**

Electronically Approved

**Date:** 2018-01-05 15:17

## Course Outcomes

1. Main student outcome: Look at an expression such as a spreadsheet formula, a database query or a computer program and determine the outcome or results derived
2. Main student outcome: Write or formulate an expression in order to solve a problem that they have not encountered previously (although it may be similar)
3. Secondary student outcome: Apply logical and other operators employed by a search engine in order to narrow down search results in order to find the needed information.
4. Secondary student outcome: Understand the computer technical specifications taught in class in order to perform a rudimentary evaluation of a list of specifications that may be included in an actual computer advertisement.
5. Secondary student outcome: Describe common technical concepts so that students can at least demonstrate a rudimentary level of computer literacy.