University of Edinburgh

School of Informatics

CS0001 Computer Literacy 1

Course Guide 2008-2009

CS0001 Computer Literacy (CL1): Course Guide 2008/2009

Course Web Page: http://www.inf.ed.ac.uk/teaching/courses/cl1
Course mail account: cl1co@inf.ed.ac.uk
Course Organiser: John Lee, J.Lee@ed.ac.uk, Informatics Forum, room 4.28
Lecturer: Susen Rabold, srabold@inf.ed.ac.uk, Informatics Forum, room 4.22
Informatics Teaching Office: ito@inf.ed.ac.uk, Appleton Tower room 4.02
Lecture Venue   1 George Square, room G.08
Lecture Times: Mondays, Tuesdays, Thursdays 5:10-6:00

Course Description

Computer Literacy – a definition

Someone who is computer literate is comfortable with using computers and, through experience of seeing computers in action can appreciate the strengths and weaknesses of applying computers to problems in personal and professional life. The computer literate person is not necessarily an expert in computer technology but is aware of the fundamental principles of computer systems and has enough historical perspective to understand trends and appreciate how they may benefit or erode life in years to come.

The Course

This course develops familiarity with modern computer systems and encourages their productive use. CL1 is an introductory course that introduces concepts and discusses principles of design and construction of computer software and hardware systems then goes on to look at a range of computer applications. The lectures are supplemented with on-line demonstrations that show how these concepts are realised. Practical exercises reinforce the lecture material.

Productivity in computer use is a desirable goal. No-one is employed as a computer user or would describe themselves that way. They are instead perhaps lecturers, students, librarians or dentists who use computers in their lecturing, studying, library science and dentistry. Computers can assist with some tasks that arise in these areas – creative writing, calculation, visualisation and organisation of information to name but a few.

The view taken here is that productivity in computer use is attained through understanding and experience. Both of these are important. Without understanding a user might tackle a problem with a software package that is unsuitable. Without experience a user might spend longer learning how to use a software package or connecting a hardware device than the time its use could save. These situations would result in spending longer than was needed on the problem. Viewing time as a valuable resource and viewing computers as productivity tools is the approach we wish to take.

Prior Knowledge

This course assumes that you have basic skills in using a computer. If you don't this is **not a problem** and has been allowed for. The Computing Service offers several ways of acquiring basic skills quickly and easily and we'll make sure you know who to see and what to do.

Lectures

The course lectures are given on Monday, Tuesday and Thursday in 1 George Square, room G.08. The lectures begin at 5:10 pm and are 50 minutes long. Concise lecture notes are provided but supplementing these with your own notes taken at the lectures is strongly encouraged.

The lectures will not follow the notes exactly but will aim to cover the same topics. Simply presenting slide after slide of bullet points is boring for the lecturer and student alike and this will be kept to a minimum (though will still happen from time to time).

Tutorials

There are no regular tutorials associated with the course, but a weekly drop-in session will be held where students can bring specific problems. Details will be advised.

Assessment

The course will be assessed on the basis of the practical work undertaken and a 1½ hour written examination in December. The examination and practical work count for 75% and 25% of the final mark respectively.

Requirements for passing the course

All Informatics first and second year courses have the same requirements for passing. In order to pass the course you must satisfy the following requirements:

- Achieve at least 35% in the examination
- Achieve a total of at least 25% in practical work (this course guide describes elsewhere how the total practical mark is calculated)
- Obtain a combined total mark of at least 40% (this course guide describes elsewhere how the combined total mark is calculated from the examination and practical marks).

It is important to understand that while there are resits for examinations **there are no resits for practical work**. Therefore if you do not meet the requirement on practical work the only way to pass the course is to retake it the following year. You will still be able to take the resit examination if you wish but this can only act as a practice run to help you with your re-attendance of the course. Note that as usual the requirements can be waived by the Board of Examiners if there are sufficiently strong mitigating circumstances; it is therefore vital that you inform your Director of Studies of any such circumstances.

Checking your progress

In order to succeed in your studies you should keep up with the material of the course and make a good attempt at all the practical work. The requirements stated above represent a bare minimum and do not indicate good progress. Your marks for each practical will be returned to you as soon as they are available so that you can (as indeed you should) keep your own record.

For your convenience and as a means of helping you to check your progress, the ITO will do its best to collect the following information for you at just after half way through the semester and email it to your University SMS account:

- The record of your practical marks so far (note that in some cases there might be marks pending for recently submitted practical assignments)
- The record of submitted practical assignments.

It is your responsibility to check your SMS email account regularly. If for some reason the information does not reach you then ask the ITO quoting your full name, matriculation number and the course(s) for which you are seeking information. The most straightforward way of contacting the ITO is via: http://www.inf.ed.ac.uk/admin/ITO/support/index.html

Examinations

There will be an examination at the end of the course (around mid-December). The format of examinations does not change rapidly so previous papers give a reasonable indication of the sort of questions students can expect to face. Previous papers and solutions can be found on the web site. The date, time and location of the examination will be announced in lectures, via the ITO and online at: http://www.registry.ed.ac.uk/Examinations/examdet.htm as soon as possible.

The only circumstances under which exams may be missed and considered for special treatment are medical conditions supported by a medical certificate and notified to the Teaching Office as soon as practicable. Clashing sports fixtures (Sports. Ed. Students) are **not** considered to be special cases. A student missing the exam for any reason will almost certainly be required to sit the resit examination in August. If special circumstances were accepted then this would count as a first sitting.

The resit examination

A resit examination is held in August for any students who failed to achieve the required standard through practical work and the class or degree exams. If you fail the degree exam you will need to make arrangements to be available at this time.

Plagiarism

While you are allowed and even encouraged to discuss practical exercises with your fellow students you **must not submit any work which is not of your own making.** Plagiarism is taken very seriously and is generally easy to detect. For further information please consult the School of Informatics Guideline on Plagiarism[1].

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[1] http://www.inf.ed.ac.uk/admin/ITO/DivisionalGuidelinesPlagiarism.html

Practical work

The course contains three compulsory practical assignments which together account for 25% of the overall mark. These are spaced evenly throughout the course and should be completed in your own choice of time and location (there are no scheduled lab sessions). Deadlines are normally set to be 4:00 on Fridays though most people may prefer to hand in at the Thursday lectures. **Late work will not be accepted** other than for medical or equivalent reasons supported by certificates or intervention of a Director of Studies. The assignment timetable is published elsewhere in this guide and pressure of other deadlines will not be accepted as an excuse for late work

The three practical assignments are marked out of a total of 100 then the aggregate mark scaled down to 25. Practical deadlines are scheduled for the Fridays in weeks 3, 7 and 10 of the semester. These may be changed but good notice will be given.

Assignment	Deadline	subject	submission mechanism
1	10/10/2008	research	electronic
2	7/11/2008	web	electronic **and** paper
3	28/11/2008	essay	electronic

Practical marks will be published on the course web page as soon as possible after handin deadlines, usually within 2-3 weeks. Marks will be published on the web page, indexed by matriculation number.

Deadlines and Submission Mechanisms

Paper-based practical work should be handed in at lectures or into the Informatics Teaching Office at Appleton Tower. (As the last lecture each week is a Thursday and deadlines are Fridays, handing in at the Teaching Offices gives you a day extra). Instructions will be given on submitting work electronically where required. A table of work received will be published on the course web page within days of the deadline. It is **your responsibility** to check that your work has been correctly received. You should keep copies of files submitted for practical assignments until marks have been posted. **Proof of creation date will usually be required before 'lost' work is accepted** so files should not be touched or opened after the deadline. All work should be properly identified with your name and matriculation number. For paper submissions you should include this information in the footer of each page

People

The course lecturer is Susen Rabold and course organiser is John Lee, who has overall responsibility for the running of the course. He can be contacted by email to cl1co@inf.ed.ac.uk ("cl1 course organiser") at any time. Routine administrative matters are handled by the Informatics Teaching Organisation, on level 4 of Appleton Tower or via: http://www.inf.ed.ac.uk/admin/ITO/support/index.html

Course material

The course material is distributed via lecture notes and any supplementary technical notes. The lecture notes form a study **guide** to the course material. The technical notes contain more specific information about particular programs and equipment. Neither is a verbatim account of lectures, which will contain content not in the notes.

Topical items will be discussed in class whenever possible and may form the basis of some exam questions.

Course texts

The recommended textbook to accompany this course is the latest edition of "Computer Confluence" by George Beekman, Prentice-Hall. The 5th edition is ISBN 0-13-066188-0. Also worth a look if you think you'll use Excel are "Excel 2000: An Introductory Course for Students", Jim Muir, Learning Matters ISBN 1-903300-16-9 and "Excel 2000: An Advanced Course for Students", Jim Muir, Learning Matters ISBN 1-903300-17-7. Other books in the series cover Word and Access.

Texts are not referred to specifically in the course so any recent edition of Beekman will be OK as will the equivalent textbooks by Long & Long or Capron & Johnson. Use whatever works for you.

Communication between class and lecturers

Course Web Page
Anyone attending lectures will be given all the material they need to pass the exam. Any additional material will (e.g. copies of the handouts) be accumulated in http://www.inf.ed.ac.uk/teaching/courses/cl1 as will announcements, data files for practical work, notices, background information and so on. The course notes are intended as a guide to study and will not be a complete record of all that will be discussed in lectures.

Spare copies of lecture notes
These are available from the ITO in Appleton Tower room 4.02 or from the course web site. The web site will not contain items such as news cuttings which may be given out at some lectures.

News and Points Arising
Any news items or points arising that need to be broadcast will be announced at the start of lectures and/or mailed to a mailing list composed of the SMS mail addresses. Non-SMS mail addresses will not be used for mailshots and if students are using external mail systems it is **their responsibility** to ensure that they can read SMS mail. Practical 1 involves sending and receiving mail and tests this out.

Mail
Routine queries should be mailed to cl1co@inf.ed.ac.uk. Queries requiring the lecturer's specific attention can be mailed to srabold@inf.ed.ac.uk, who will mail you via your SMS account. Please note that students are not in general allowed access to the Informatics Forum, so do not try to visit individual teaching staff offices unless you are explicitly asked to do so.

Teaching Organisation
The Informatics Teaching Organisation is at Appleton Tower room 4.02 in the central area. This should be the first port of call for any administrative matters that can't be handled in lectures. You can contact the ITO electronically using:
http://www.inf.ed.ac.uk/admin/ITO/support/index.html

Registration
You need to register for the course through your Director of Studies but we may need you to fill in our registration form as well – this allows us to put you on mailing lists quickly.

Course Syllabus and Timetable 2008

Week 1	Getting started			
	Monday	22/9/2008	-	Intro; highlights; why CL is important
1	Tuesday	23/9/2008	SR	Where IT? History and Trends
2	Thursday	25/9/2008	SR	The PC – what's inside and what you plug in
Week 2	Back to basics			
3	Monday	29/9/2008	SR	Bits, bytes, units and measures
4	Tuesday	30/9/2008	SR	Researching with the Internet; sources
5	Thursday	2/10/2008	SR	Fundamentals – what is computation?
Week 3	Basic applications, basic comms			
6	Monday	6/10/2008	SR	Operating Systems
7	Tuesday	7/10/2008	SR	Communications 1
8	Thursday	9/10/2008	SR	The spreadsheet - Excel
Week 4	Using an application – Excel			
9	Monday	13/10/2008	SR	Excel (contd.)
10	Tuesday	14/10/2008	SR	Graphics, visualisation, imaging, games
11	Thursday	16/10/2008	SR	File storage and media; Data formats
Week 5	Data Week			
12	Monday	20/10/2008	SR	Databases
13	Tuesday	21/10/2008	SR	Communications 2
14	Thursday	23/10/2008	SR	t.b.a.
Week 6				
	Monday	27/10/2008	SR	t.b.a.
	Tuesday	28/10/2008	SR	t.b.a.
15	Thursday	30/10/2008	SR	Networks 1
Week 7	Web Week			
16	Monday	3/11/2008	SR	Web Pages: Function, style, content
17	Tuesday	4/11/2008	SR	HTML, Java, caches, proxies, WAP, Wikis …
18	Thursday	6/11/2008	SR	Networks 2: wireless, broadband, ethernet
Week 8				
19	Monday	10/11/2008	SR	Design your own web site
20	Tuesday	11/11/2008	SR	Security 1
21	Thursday	13/11/2008	SR	Getting it right and getting it wrong
Week 9	Human meets machine week			
22	Monday	17/11/2008	SR	Security 2 – antivirus, firewalls, e-business
23	Tuesday	18/11/2008	SR	Collaborative computing
24	Thursday	20/11/2008	SR	All about algorithms
Week 10				
25	Monday	24/11/2008	SR	e-everything - e-business, e-commerce, e-science
26	Tuesday	25/11/2008	SR	Inside informatics: What is AI?
27	Thursday	27/11/2008	-	t.b.a.

Week 11				
28	Monday	1/12/2008	SR	Legal/Ethical/Social Issues 1
29	Tuesday	2/12/2008	SR	Inside Informatics: selected research topics
30	Thursday	4/12/2008	SR	Legal/Ethical/Social Issues 2
Week 12				
	Revision / Exam week			
Week 13				
	Revision / Exam week			

Lecturers:
SR   Susen Rabold

Subject to unforeseen circumstances, the lectures on the course will be as shown. Computer Literacy is a fast-moving field and topics may shift slightly depending on the background of the class, feedback during the course and if there are topical items to discuss. Lectures may move around if Susen has unavoidable appointments away from Edinburgh.

The date and time of the exam will not be known until some point in the semester. This date will be published by Registry, and made available at:
http://www.registry.ed.ac.uk/Examinations/examdet.htm the ITO will confirm this date nearer the end of Semester 1.

Practical Assignment deadline timetable

week				
1	Thursday	25/9/2008	SR	Practical Assignment 1 given out
3	Friday	10/10/2008		Practical Assignment 1 **deadline**
5	Monday	20/10/2008	SR	Practical Assignment 2 given out
7	Friday	7/11/2008		Practical Assignment 2 **deadline**
8	Thursday	10/11/2008	SR	Practical Assignment 3 given out
10	Friday	28/11/2008		Practical Assignment 3 **deadline**

John Lee
29/9/2008 v1.2

Administrative note - Safety and Responsible Behaviour

On discovering a fire. Activate the nearest fire alarm; if you cannot immediately see one, shout `Fire!'. When the fire alarm sounds leave the building by the shortest available route, without stopping to collect your possessions. *Do not use the lifts.*

In the event of an accident. Dial the emergency telephone number 50-2222 immediately. Give the precise location of the accident [building, floor, and room], and describe the nature of the accident.

Laboratories. Opening hours are published at http://www.ucs.ed.ac.uk/fmd/central_labs.html for all University Central computing laboratories. Students should not be in the laboratories outside these opening times, typically 8am – 8:30 pm. Some labs are open longer and a couple have 24-hour access by arrangement with the lab supervisor. There are pre-payment mechanisms for printing in public labs – these are well advertised and self-explanatory.

Tidiness. Untidiness is a common cause of accidents. Keep all passageways clear; do not leave bags and other items where others can trip over them. Take care not to trip over power cables to electrical equipment. For the convenience of everybody, please keep the computer laboratories tidy. This applies particularly to the area around printers; collect your printout promptly, and try to leave the room tidier than when you entered.

Smoking, eating and drinking. Smoking is forbidden in all public areas. Eating and drinking is generally forbidden in the computer laboratories.

Cars. Parking on University property requires a permit (available at a cost from the Parking Office). Please observe the usual rules for parking, avoiding marked areas such as entrances, fire access routes and gates to any of the University's sites.

Potential hazards. If you spot any potential hazards on University property, please inform the course lecturer or the emergency number depending on the severity of the problem.

Antisocial Behaviour. No student should have to put up with nuisance caused by others be this noise, hacking, harassment, discrimination, exposure to offensive material or anything else liable to cause fear, distraction or upset. If anything is upsetting you then *please* discuss it *immediately* with whoever you feel confident about talking to (probably the course lecturer or your Director of Studies). Complaints of this nature will be dealt with sensitively and confidentially. Discussing a problem before it turns into a crisis is always a good policy for all concerned and even if nothing can be done immediately it means that we have advance warning. What you tell us may well be part of a larger picture that we can then deal with appropriately.

Mobiles and pagers should be switched off please during all lectures; Anyone taking notes direct to laptops or PDAs should have sound and alarms off and make sure they do not distract other students. **Personal electronics should be seen and not heard**

Ten things you need to know about Computer Literacy 1

You need to register for CL1 with your DoS.

Lectures are at 1 Geogre Square, room G.08, 5:10, Mondays, Tuesdays, Thursdays.

Practical Assignments are due on the Fridays of weeks 3, 6, 9 and 11 and late work is not accepted.

You need to achieve at least 25% in the coursework, 35% in the exam and 40% overall to pass the course. There is <u>no way</u> to pass the course if you have less than 25% in coursework.

The overall mark is 75% exam and 25% practical work.

Everything you need to know should be on the course web page at http://www.inf.ed.ac.uk/teaching/courses/cl1

That's letter "c", letter "l" numeral "1" wherever you see it.

Mail us at cl1co@inf.ed.ac.uk; we will mail you at your SMS account.

Spare lecture notes are available from filing cabinet outside the ITO at Appleton Tower room 4.02 or on the course web site.

Lectures may contain examinable material not in the lecture notes.