CS 285 Microcomputer Applications II, C. (3-0) Three hours. Prerequisite: CS 102 or equivalent. Use of spreadsheets and other environments to build business and scientific applications. Course includes development of problem-solving skills and an introduction to the object-oriented paradigm.

To succeed in this class you must be able to read, understand what you have read, listen in class, understand what you have heard, follow directions, maintain responsible and courteous conduct, use the computer extensively to complete homework and lab tests, take quizzes and exams, all in a timely manner. This course is designed for non-majors wishing to learn more about the use of spreadsheets in a wide variety of applications. Computing proficiency is required for a passing grade in this course.

COURSE TOPICS: Computerized Spreadsheets, Excel 2013, Business and Scientific Applications, Introduction to Visual Basic, Problem-Solving Skills.

COURSE OBJECTIVES: Upon completion of this course, you should be able to use spreadsheet software to: manage financial data, work with formulas and functions, work with charts and graphics, work with lists, work with data tables, solve complex problems, import data, and develop an Excel application.

REQUIRED MATERIAL: 1) Textbook - Microsoft Excel 2013 / New Perspective Series (Comprehensive), by Parsons, Oja, Ageloff, Carey.
2) Code Card - SAM 2013 Assessment, Projects, and Training. Thomson/Course Technology. (Do not purchase SAM used or on eBay).

INSTRUCTORS:	**Dr. Jim Prater**
SECTIONS	12:00 pm-1:45pm
PHONE #:	348-0617
EMAIL:	**jprater@cs.ua.edu**
OFFICE:	280B Hardaway Hall

OFFICE HOURS: By appointment

ATTENDANCE POLICY: Attendance for lectures and labs is mandatory. You must sign each attendance sheet and/or submit each quiz, to be counted present in each lecture class. You must check out with a lab monitor in the lab to receive a grade. Each absence from a lab meeting will result in a grade of zero (0) on that lab test. Each absence from a lecture when a quiz is given will result in a grade of zero (0) on that quiz. Students who miss a quiz or lab due to official University business must make arrangements with your instructor beforehand. If you have an extended illness, please notify Dr. Jim Prater (jprater@cs.ua.edu) within one week of your absence(s).

LAB TESTS:
- You must create a SAM account (http://sam.cengage.com) and join the correct SAM section in order to complete a lab test. The SAM institution code is **T2045205**.
- The directions for each lab will be posted in SAM or on http://cs285.cs.ua.edu.
- The lab for CS 285 is located in 319 Ten Hoor Hall.
- Each lab test must be completed and submitted during your class time **in the lab**.
- Failure to submit the assigned file for grading within your class time may result in no grade.
- Each lab test counts 50 points. All computer lab tests utilize the computer and account for 50% of your course grade (see Grading Policy).
- Each lab test is individual work (**No sharing!**). Please refer to http://www.studenthandbook.ua.edu/conduct.html for more details.
- You are expected to come to the lab prepared and ready to complete your own lab test, with no assistance from another student or lab monitor. You should submit the practice lab test before coming to the lab, and use the Reports/Results in your SAM account for feedback and remediation.
- You may use your own Excel 2013 book and/or notes during each lab test.
- Lab assistants are not tutors. They will be available only to record your grades. If you have technical issues or other course-related questions, please see your instructor.
- When completing a SAM project file, you must follow the directions given for obtaining and submitting each project file: save the start file in your My Documents folder in the lab, complete the file using the SAM instructions, **save the completed file** in your My Documents folder, and upload it to the SAM system. If you do not follow these instructions, the system will notify your instructor. Do not use files from any other SAM account or allow another student to use your files. Failure to follow these instructions will result in a zero (0) on your lab test.
- If you do not save your work before submitting your file, you will receive a zero. You may submit each SAM project file twice (if time permits), and the higher grade will count. After the 1st submission, you may review your errors, make corrections, and submit the file again. You may submit the file a 3rd time with permission from your instructor. Always email yourself a back-up copy of your completed SAM project file.
- You should plan to spend about 45 minutes to complete the lab test. Use the remaining time in the lab to view the SAM Results and make corrections. If you wait until the end of your lab time to submit your lab test the first time, then you will not have time to view the Results and make corrections.
- In order for your lab test grade to be counted, you must submit the assigned work in your own account **and check out with a lab assistant before you leave the lab**.
- Be sure to log into the computer when you enter the lab and log out of the computer before you leave the lab. Failure to do so may result in a zero (0) for your lab grade.
- If you are registered with the Office of Disability Services and need accommodations, please bring your paperwork to your instructor as soon as possible. You should check in with your instructor each day when you enter the lab to ensure that your needs are met.
- If you have a question about your Lab Test grade, please email Jim Prater within **one week** of the grade being posted. **All Lab grade questions must be resolved by 6/28/16**.

QUIZZES:
Your instructor will notify you during class whether the scheduled quiz will be given in class or will be posted online in SAM or Blackboard. Students who miss a quiz due to official UA business must make arrangements with Kim Wright beforehand and take the quiz within one week of the date that the regular quiz is given. Also, **you must use your own textbook/notes for open-book quizzes given in class**.

EMAIL:
Use your Crimson email account for correspondence with CS 285 instructors. Always include your full name, section number, and CWID in all messages. Also, check your Crimson email account each day before coming to the classroom or lab for CS 285 updates and/or information regarding course schedule changes, grades, lab test instructions, etc.

MAKE-UPS (*all makeups are optional*)*:*
- Lab Test*:* The make-up lab dates are listed in the course schedule below (No excuse is needed). Only **one** lab may be completed on each make-up day. If you do not miss a lab, you may attend the make-up lab to try to improve **one** lab score. Each student is responsible for choosing the correct lab tests to make-up based on the grades that are posted in Blackboard Learn.
- Quiz*:* The comprehensive Makeup Quiz date is listed in the course schedule below (No excuse is needed). The Makeup Quiz may count for up to **two** quiz grades.
- Other: If you have an extended illness with proper documentation, please notify Jim Prater immediately (within one week of the illness) through email. jprater@cs.ua.edu

GRADING POLICY*:

10 Lab Tests: 50 pts each	500
10 Quizzes: 50 pts each	500
TOTAL POSSIBLE POINTS**	1000

There is no Final Exam.

**Any bonus points earned throughout the semester will be added to the student's total points and will not affect the TOTAL POSSIBLE POINTS.

Code of Academic Conduct: Every CS 285 student should review the "Computer Science Student Work and Academic Misconduct Policy" sheet explaining the University honor code and academic misconduct policy. All lab tests, exams, homework assignments, and quizzes are to be completed and submitted by each student individually.

To request disability accommodations, please contact Disability Services (348-4285). After initial arrangements are made with that office, please contact your instructor.