CS130 Introduction to Software Tools
Course Syllabus – Fall 2013

Catalog Description

Many disciplines are finding the need to gather, manipulate, analyze, and graph data. This course will introduce students to software tools that aid in this process. Software that is widely used at Pacific includes: Excel, SPSS, Word, and PowerPoint. Class includes lab projects.

Prerequisite: MATH 125 with a minimum grade of C. 2 credits.

Topics
• Introduction to Projects and Design of Experiments
• Overview of Networks, Servers and the Basics
• Introduction to Excel
       o Worksheets, Cells and Formula
       o Absolute vs. Relative Cell References
       o Built-in functions
       o What-if analysis
       o Comparison and Logical Operators
       o Nesting Logic
       o Simple Statistics in Excel
       o Exponential and Logarithmic Problems
• Introduction to SPSS
       o Datasets and collecting data
       o Datatypes
       o Descriptive Statistics
       o Tables and Graphs
       o Regression Analysis
       o Hypothesis Testing
• Word
       o Beyond Basic Layout
       o Mail Merge
       o Equation Editor
• Powerpoint
       o Presenting Information and Reports
       o Graphical techniques

Instructor Details

Professor:	Chadd Williams
Email:	chadd@pacificu.edu
Office:	Strain 202
Phone:	(503) 352-3041
Office Hours:	MW 11-noon F 1 – 3 pm or by appointment

Course Details

Course Title	CS130 Introduction to Software Tools
Prerequisite	Math 125 Precalculus with a grade of C or better
Required for:	Biology Major
Focal Study:	10: Essential Business Skills for Everyone
Recommended for:	Environmental Science, Exercise Science, Social Sciences
Meeting Times:	MW 2:15PM - 3:50PM **Aug 26 – Oct 9**
Location:	Marsh LL12
Textbooks:	None
Software:	Microsoft Office & SPSS
Course Website:	http://zeus.cs.pacificu.edu/chadd/cs130f13/

Course Assessment

Grade Distribution:

3 Assignments	30%
Midterm Exam	30%
Final Exam	40%

Percent Breakdown:

			92-100%	A		90-92%	A-
88-90%	B+		82-88%	B		80-82%	B-
78-80%	C+		72-78%	C		70-72%	C-
68-70%	D+		60-68%	D			
			0-60%	F			

Important Dates

Midterm Date:
September 23, 2013 (**2:15PM** - **3:50PM**)

Date of Final:
Tuesday, Octoboer 15, 2013   **6-8:30 pm** in Marsh LL12

Academic Calendar:

http://www.pacificu.edu/as/calendar/

Course Policies

1. **Attendance**: Attendance at every class is critical to your success in this course. I expect you to be on time and ready to go at the beginning of each class (2:15 pm) and that you stay until the end of class. Any missed lecture is your responsibility to make up; just remember that if you fall behind, it will be very difficult for you to catch up.

    a. I reserve the right to raise or lower your grade based on class participation and attendance. Specifically, I may lower your grade or may officially withdraw you from the course for poor attendance. Further, your final grade may be lowered by 1/3 of your final course grade for each day (or portion thereof) of class missed. Please notify me PRIOR to class if you must miss class for any reason. Just sending an email prior to missing class does not guarantee you will be cleared to miss. Only legitimate reasons will be accepted as excuses for missing class.

2. **Assignments**: All assignments are to be solved using the specified software. The electronic copy of your assignment is due by 2:15 pm on the day that the assignment is due.

    a. The electronic copy must be placed in the `CS130-01 Drop' folder on Turing by 2:15 pm on the day the assignment is due. Failure to submit an electronic copy will result in a loss of 100% of the assignment points.
    b. Assignment solutions can be turned in up to 24 hours late with a penalty of 10% of the assignment points. Anything turned in later than 24 hours after the assignment deadline will NOT be accepted.
    c. Make sure that you test your solutions before turning them in. You may only submit each solution one time.
    d. All solutions in any form generated from this course become the intellectual property of Pacific University. You may not share your solution with anyone without obtaining written permission from Pacific University.

3. No early or late exams/final will be given. No incompletes will be given.

4. **Academic Dishonesty**: Pacific University has no tolerance for academic dishonesty. It is university policy that all acts of academic dishonesty be reported to the Associate Dean. Forms of academic dishonesty include, but are not limited to, plagiarism, fabrication, cheating, tampering with grades, forging signatures, and using electronic information resources in violation of acceptable use policies. Please consult the Academic Conduct Policies in the A&S Catalog for more details.

    a. For assignment solutions, plagiarism takes the form of, but is not limited to copying content from someone else, whether copying files, glancing at someone else's solution, typing from someone else's solution or typing while someone else dictates. The source can be a classmate, former student, website, program listing found in the trash, or anything else. Furthermore, plagiarism even on a small part of a solution is cheating on the entire solution.
    b. You should also note that aiding someone else's cheating also constitutes cheating. You should never leave your solution where someone else could have access to it, such as staying logged onto a machine or placing solutions in the recycling bin where another student may take it.
    c. Sanctions that may be imposed for academic dishonesty are:
        i. First offense for cheating: 12 percentage points subtracted from your final course grade

ii. Second offense for cheating of any kind: `F' in the course

5. Neither computer failure, software failure, nor lack of computer access are accepted as excuses for late solutions; therefore, start work on your solution as soon as possible, and don't put homework off until the last minute. Further, corruption of a solution due to bad disk media is also not accepted as an excuse for late solutions; therefore, always keep a current backup of all solutions on a separate disk. Please note that the Computer Science departmental servers are not backed up.
Backup options include: http://vault.pacificu.edu, BoxerApps/GoogleDrive (but don't convert your files!), a USB Stick, your BoxerMail.

6. You may be asked to leave the class if you are causing a distraction e.g. cell phone ringing, talking, etc.

7. If you have a complaint regarding a grade on an assignment or exam, write a one paragraph description of why you feel the grade is incorrect and deliver it to the instructor within three working days (M-F are considered working days) of when the graded material was returned to you. I will not consider any grade changes later than two working days after the graded material was returned.

8. If you have a documented disability covered under the ADA then services and accommodations are available from **LSS** (Learning Support Services). If you need reasonable accommodations to fully participate in course activities or meet course requirements, you must contact LSS, at X2107. She will meet with you, review the documentation of their disabilities, and discuss the services Pacific offers.

9. **CS 130 Final Exam Policy**

As with a Final Exam for any 4 credit course, each student must take the Final Exam at the scheduled time. When a student is enrolled in more than one two credit course and the Final Exam times of those courses overlap, the student needs to work with each professor to move one of the exams. The student is responsible for contacting professors at least two weeks in advance to make necessary accommodations.