Contents

- Course Staff
- Course Details
- Course Summary
- Assumed Knowledge
- Student Learning Outcomes
- Teaching Strategies
- Teaching Rationale
- Academic Honesty and Plagiarism
- Assessment
- Course Schedule
- Resources for Students
- Course Evaluation and Development

Course Staff

Staff Name	Role	Email	Phone
Isaac Carr	Lecturer	i.carr@unsw.edu.au	-
Ali Darejah	Lecturer	ali.darejeh@unsw.edu.au	-
Aarthi Natarajan	Lectuer-in-charge (Course Admin only)	a.natarajan@unsw.edu.au	-

Consultations

Staff Name	Day/Time	Location
Isaac Carr	To be advised	K17_402 (Weeks 1 - 7)
Ali Darejah	To be advised	K17_402 (Weeks 8-12)

Course Details

Course Code	COMP1000
Course Title	Web, Spreadsheets and Databases
Convenor	Aarthi Natarajan
Admin	Aarthi Natarajan
Classes	Timetable for all classes
Consultations	.. to be finalised
Units of Credit	6
Course Website	http://cse.unsw.edu.au/~cs1000/18s1/
Handbook Entry	http://www.handbook.unsw.edu.au/undergraduate/courses/current/COMP1000.html

Course Summary

This course will explore fundamental concepts of the world wide web (www), spreadsheets and databases. We will explain in straightforward terms the concepts underlying www, spreadsheets and databases and their advantages so that students can exploit them effectively. Besides lectures, this course will have weekly labs. The labs will help you to put into practice the knowledge acquired from lectures; ultimately leading to the outcome that you will be able to develop web, spreadsheet and database applications.

Assumed Knowledge

COMP1000 is intended for students with not prior tertiary study of computer science. Many, perhaps most, students who take COMP1000 do so in part to meet the UNSW General Education requirement.

Student Learning Outcomes

After completing COMP1000, students should

- have an informal and yet technically sound knowledge of the fundamentals of the www, and be able to build their own simple web sites, and understand how they work.
- properly understand the differences between spreadsheets and databases and when it is appropriate to use one rather than the other;
- understand the computational concepts underlying modern spreadsheet and database applications; and,
- be able to design and implement sophisticated spreadsheet and database applications

Teaching Strategies

1. **Lectures** will provide a detailed description of content along with examples related to the key learning areas, namely spreadsheets, web design and databases. There are 3 hours of lecture each week from 1 to 12.
2. **Programming laboratories** provide an opportunity to practise the skills being learned in lectures. In computing particularly, learning requires doing. We have 2 hours of face-to-face lab times, where students can work on in the lab and gain individual feedback from the lab demonstrators.
3. **Textbooks and reference books** provide supplementary material, and/or a slightly different point of view on the technical material. They also have exercises, describing step-by-step how to perform tasks in Excel and Access.
4. **Consultation sessions** give students an opportunity to ask the lecturers, one-on-one, specific questions about any of the course material that they might be uncertain about;
5. The **mid-session** and **final examination** provide do provide a focus and a deadline to make sure you revise the material covered in the course. Revision can be an important part of learning.

Teaching Rationale

The lectures and labs together are structured to present and re-inforce concepts and techniques required for developing applications involving web design and building of databases and spreadsheets.

Student Conduct

!! New and Important !!

The **Student Code of Conduct** (Information , Policy) sets out what the University expects from students as members of the UNSW community. As well as the learning, teaching and research environment, the University aims to provide an environment that enables students to achieve their full potential and to provide an experience consistent with the Universityâ€™s values and guiding principles. A condition of enrolment is that students *inform themselves* of the Universityâ€™s rules and policies affecting them, and conduct themselves accordingly.

In particular, students have the responsibility to observe standards of equity and respect in dealing with every member of the University community. This applies to all activities on UNSW premises and all external activities related to study and research. This includes behaviour in person as well as behaviour on social media, for example Facebook groups set up for the purpose of discussing UNSW courses or course work. Behaviour that is considered in breach of the Student Code Policy as discriminatory, sexually inappropriate, bullying, harassing, invading anotherâ€™s privacy or causing any person to fear for their personal safety is serious misconduct and can lead to severe penalties, including suspension or exclusion from UNSW.

If you have any concerns, you may raise them with your lecturer, or approach the School Ethics Officer , Grievance Officer , or one of the student representatives .

Plagiarism is defined as using the words or ideas of others and presenting them as your own. UNSW and CSE treat plagiarism as academic misconduct, which means that it carries penalties as severe as being excluded from further study at UNSW. There are several on-line sources to help you understand what plagiarism is and how it is dealt with at UNSW:

- Plagiarism and Academic Integrity
- UNSW Plagiarism Procedure

Make sure that you read and understand these. Ignorance is not accepted as an excuse for plagiarism. In particular, you are also responsible that your assignment files are not accessible by anyone but you by setting the correct permissions in your CSE directory and code repository, if using. Note also that plagiarism includes paying or asking another person to do a piece of work for you and then submitting it as your own work.

UNSW has an ongoing commitment to fostering a culture of learning informed by academic integrity. All UNSW staff and students have a responsibility to adhere to this principle of academic integrity. Plagiarism undermines academic integrity and is not tolerated at UNSW. Plagiarism at UNSW is defined as using the words or ideas of others and passing them off as your own.

If you haven't done so yet, please take the time to read the full text of

- UNSW's policy regarding academic honesty and plagiarism

The pages below describe the policies and procedures in more detail:

- Student Code Policy
- Student Misconduct Procedure
- Plagiarism Policy Statement
- Plagiarism Procedure

Assessment

The key assessment criteria are outlined below in the table below. A satisfactory performance (>50%) is required in **all** the three components in order to satisfactorily pass the course

Assessment	Topics	Due	Marks
Labs	All topics	Due in weeks 2,3,4,5....	25%

Mid-Session Exam	Topics on Weeks 1-7	Week 8 (In your lab class)	25%
Final Exam	All course content	Exam period	50%

Final Mark

Your final mark for this course will be computed using the above assessments as follows:

Course_Work_Mark	= marks for the lab	out of 25
Mid_Sem_Exam_Mark	= marks for practical mid-semester exam	out of 25
Final_Exam_Mark	= marks for practical final exam	out of 50
Exam_OK	= Final exam mark â‰¥ 20/50	true/false
Final_Mark	= Course_Work_Mark + Mid_Sem_Exam_Mark + Final_Exam_Mark	out of 100
FinalGrade	= UF, if !ExamOK (regardless of mark) FL, if FinalMark < 50/100 PS, if 50/100 â‰¤ FinalMark < 65/100 CR, if 65/100 â‰¤ FinalMark < 75/100 DN, if 75/100 â‰¤ FinalMark < 85/100 HD, if FinalMark â‰¥ 85/100	

Students are eligible for a Supplementary Exam if and only if:

- they cannot attend the final exam due to illness or misadventure
- their exam is OK and the final mark is in the range 47 â‰¤ Final_Mark < 50 (in this case, Final_Mark is limited to 50)

A Supplementary Exam will not be awarded for any other reason.

Lab Classes

Each lab class develops skills in the topics covered in recent lectures, and the assessment for the lab is designed to check that you have indeed developed these skills. Labs will commence in Week 2. The lab specification for each week:

- will outline the criteria by which lab marks will be assigned
- will be uploaded in the week prior to the lab being due

Each lab are due in the same week e.g., Week 02 Lab is due in week 02 lab. Labs will be released one week prior to the week they are due. Students are expected to have completed (or nearly) prior to attending the lab. Please use the consultations to seek any help you might have with the issues with your lab. Students may use the CSE labs at other times to complete their lab. Try to avoid other formal class times. When other classes are scheduled for the lab, you may need to ask the tutor whether you can use one of the computers, and you will need to work silently. An electronic submission might also be required for each lab.

Late submission of labs is not permitted. The material covered in lab classes will be tested in the final exam.

Mid-Session Exam

The mid-session test is designed to provide students with feedback on their performance on the topics covered in the first part of the course. It is planned to hold the test during your lecture time in week 8. The venue of the exam will be advised. This exam will contribute to 25% of your final marks.

Final Exam

The final exam tests students on the learning objectives and the content that have been covered through the 12 weeks of the course and will account for 50% of the final marks.

Special Consideration

If your work in this course is affected by unforeseen adverse circumstances, you should apply for Special Consideration through MyUNSW, including documentation on how you have been affected. If your request is reasonable and your work has clearly been impacted, then

- for a practical lab session, you may be granted an extension
- for the final exam, you may be offered a Supplementary Exam

Note the use of the word "may". None of the above is guaranteed. It depends on you making a convincing case that the circumstances have clearly impacted your ability to work.

If you are registered with Disability Services, please forward your documentation to Aarthi Natarajan within the first two weeks of semester.

Course Schedule

No

Week	Lecture	Labs
1	Spreadsheets: Introduction to Excel, spreadsheet basics, formulas and functions	-
2	Spreadsheets: Charts, Tables and Filtering data	Lab 1
3	Spreadsheets: Pivot tables, pivot charts, what-if analysis	Lab 2
4	Web: Introduction to WWW, HTML5/CSS	Lab 3
5	Web: More HTML & CSS, Web Layout	Lab 4
6	Web: Forms and JavaScript	Lab 5
7	Web: Javascript Databases: Introduction to databases with Access 2016	Lab 6
8	Mid-semester exam	Lab 7
9	Databases: Managing database tables to store data, introducing queries	Lab 8
10	Databases: Advanced queries and creating forms to make professional input/output interface for the tables	Lab 9
11	Databases: Creating reports to make printable version of table's data	Lab 10
12	Databases: Reports, Creating data macros Final Exam Format	Lab 11
13	Study Period	Lab 12

Resources for Students

Details are below for many of these - follow the links:

- The reference textbooks provide detailed reference material on functionality available Access and Excel.
- The reference books provide further detail.
- Lecture Notes can be accessed, as they become available The lectures provide a guide to, and exposition of, the course material. The lecture notes provide a fairly comprehensive summary of what is said in the lectures, additional comments may be made in lectures that are not covered in the lecture notes, *and you are responsible for finding out about anything extra that was said in lectures, if you happen to miss the lecture.*
- Laboratory Classes. A theoretical understanding of the material is not enough: to get a firm hold on the course material, you need hands-on experience. The lab classes provide this.
- Your lab computer (or your own computer): experimentation with Excel, Access, etc. is a good way to learn, and is perhaps the *only* way to consolidate what you have learned.
- Your fellow students - get to know them and talk to them - because they, like you, are committed to learning about web, spreadsheets and databases, they can help you to learn, and, by doing so, they will help clarify concepts for themselves. Just remember to stay on the right side of the plagiarism rules, when discussing assignments.
- The MessageBoard - which potentially has contributions from both staff and students is accessible via the course web page;
- Staff consultation sessions

Recommended Reference Books

Recommended books for the course include:

- Exploring Microsoft Office 2016 Volume 1 - by Mary Anne Poatsy (Author),â€Ž keith Mulbery (Author),â€Ž Cynthia Krebs (Author),â€Ž Lynn Hogan (Author),â€Ž Eric Cameron (Author),â€Ž Jason Davidson (Author)
- Exploring Microsoft Office Excel 2016 Comprehensive by Mary Anne Poatsy (Author),â€Ž Keith Mulbery (Author),â€Ž Jason Davidson (Author),â€Ž Robert Grauer (Author)

Course Evaluation and Development

The survey responses of the course offereing in 17s1 indicated that overall the students were satisfied with the quality of lectures and mode of delivery. We will continue to implement the same teaching strategy, but also ensure that the lab exercises are well designed to reinforce the lecture concepts covered in the previous week.

This course will be evaluated at the end of the session using the myExperience system. Closer to the end of the semester, students will receive an email inviting them to provide feedback on the course offering. It is important that students complete the survey to ensure continuous, ongoing improvement of the course.