Course Syllabus

COURSE SECTION INFORMATION

Instructor: Scott Warden

Sections: CS101-7D1, CRN 81903

Course Websites: Main CS101 Website - http://cs101.wvu.edu
Instructor's Website - http://cs101.wvu.edu/warden/

Other Important Links: Course Schedule - http://cs101.wvu.edu/this-semester/semester-schedule/
Submit Assignments, View Grades, Attendance – https://cs101.wvu.edu/tools/
MyITLab – http://www.myitlab.com
Student Resources – http://www.cs101.wvu.edu/resources/
Technical Support – http://cs101.wvu.edu/resources/help/technical-support/

INSTRUCTOR CONTACT INFORMATION

E-mail: scott.warden@mail.wvu.edu

E-mail is the only way of reaching your instructor. Please send your message from your MIX account. Be sure to clearly identify yourself.

Office: N/A

COURSE COORDINATOR CONTACT INFORMATION

If you are unable to receive assistance from your instructor, you may wish to contact the course coordinator.

Coordinator: Brian Powell

E-mail: brian.powell@mail.wvu.edu

Office: 205 Armstrong Hall (Morgantown, Downtown Campus)

Schedule: Please e-mail to arrange an appointment.

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COURSE DESCRIPTION AND EXPECTED LEARNING OUTCOMES

Course Catalog: CS101 Introduction to Computer Applications. 4 Hr. Introduction to spreadsheets and databases for problem solving in disciplines such as math, science, engineering, business, social sciences, behavioral sciences, and environment; using computer applications to create technical reports and presentations.

Prerequisites: There are no prerequisites for this course. We do expect that students are familiar with using a Windows-based computer including managing files, using a web browser, and using e-mail.

GEC: This course meets GEC Objectives 2c and 4.

Objective 2c: Basic Mathematical Skills and Scientific Inquiry
CS101 is designed to teach students how to use computer applications as effective tools for problem-solving and analyzing data. Students will be introduced to four different Microsoft Office applications, with primary focus on using Excel and Access to analyze data and solve problems.

Microsoft Excel: A spreadsheet with tools for performing mathematical calculations, applying statistical measures, charting data, and making reasoned predictions using regression analysis and goal seeking.

Microsoft Access: A database for efficiently managing, organizing, and extracting information from datasets.

Microsoft Word: A word processing application with features for creating technical reports including the ability to incorporate figures, equations, and citations.

Microsoft PowerPoint: An application for making presentations that effectively summarize and communicate statistical data and key results.

CS101 is taught in labs with computers for each student so that everyone has the ability to learn and experiment in a hands-on environment. We also incorporate MyITLab, a computer-based training package, to provide students with further guided experience in using the Office applications.

Throughout the course, we make extensive use of real-world datasets from a variety of disciplines. We continually stress the importance of critical thinking skills by asking students to consider the data they are analyzing and what their results represent. Every homework and exam project used in CS101 includes a series of critical thinking questions that ask students to explain the data in their project, how the existing results were derived, and how the results can be extrapolated to portend the future.

Objective 4: Issues of Contemporary Society
CS101 is a very data-centric course. We use many different real-world datasets as examples to help students understand how to use the data analysis tools in Excel and Access. Every homework and exam project involves analyzing a specific dataset.

In selecting the datasets used in the course, we have made a great deal of effort to choose topics that are current issues in science and society. Our projects cover a wide variety of disciplines in diverse areas such as vehicle fuel economy,

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higher education funding, and the spread of HIV/AIDS. For each topic, we have assembled datasets using real-world statistics gathered from publicly-available government and industry sources to ensure that students get the best-possible information as they analyze these issues.

Expected Learning Outcomes:

The expected learning outcomes for this course are that students will be able to:

- Perform calculations using mathematical formulas in spreadsheets, perform data analysis, trend analysis, and regression analysis on data series, create graphs, and explore what-if scenarios and possible solutions.
- Create a database to store scientific or real-world data, construct queries to extract specific information from a database, and perform data analysis.
- Use computer tools to create scientific documents using equation editor, represent experimental data in tables, draw figures, and integrate charts and graphs.
- Develop technical and scientific presentations, and embed charts, graphs, and equations using presentation tools.

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COURSE MATERIALS

Textbook and MyITLab:

Exploring Microsoft Office 2013, Volumes 1 and 2
Published by Pearson
Volume 1 ISBN 978-0-13-314267-9
Volume 2 ISBN 978-0-13-341212-3

MyITLab for Exploring Office 2013
Published by Pearson

The course textbooks and MyITLab are available in two bundle options. For most students, the electronic bundle is adequate.

Electronic Bundle with eTexts and MyITLab
    ISBN 978-1-323-18900-9
    Available online from Pearson and also from Barnes & Noble.
Print Bundle with Print Books, eTexts, and MyITLab
    ISBN 978-1-323-19537-6
    Available from Barnes & Noble, Book Exchange, and Bookholders.

MyITLab and eText access are valid for 12 months from activation. Students who previously purchased MyITLab new in Spring 2015 or Summer 2015 can contact their instructor for a new code.

Microsoft Office:

***Microsoft Office 2013 Professional/Pro Plus or Microsoft Office 365 Professional/Pro Plus/Home/Personal/University***
These versions include Word, Excel, Access, and PowerPoint.

Office for Mac does not include Access and lacks other features required for CS101 assignments.

WVU makes Office 365 Pro Plus available to students for free on up to 5 computers.

Supplemental Content:
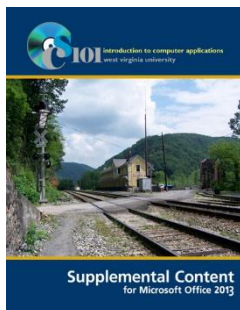
CS101 Supplemental Content

This material is available for free download from http://cs101.wvu.edu/resources/supplemental-content/. Its content may be updated throughout the semester.

Computer Requirements: All of the software needed for this course is available on computers in CS101 Open Lab, on WVU Libraries public computers, and in the ITS computer labs.

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To use your own computer, you will need the following software:

- Microsoft Windows 7, 8, or 8.1 *or* Mac OS X 10.6 or newer
  - o Microsoft Windows 10 appears to work but is not officially supported.
- Current version of Google Chrome (preferred), Mozilla Firefox (preferred), Microsoft Internet Explorer, or Apple Safari
  - o Microsoft Edge appears to work but is not officially supported.
- Adobe Reader or another PDF viewer
- A reliable high-speed Internet connection

Additionally, you will need the following items:

- USB flash drive or cloud storage (Google Drive, Dropbox, OneDrive) to store files
- Headphones or speakers

If you have a Mac, please be aware:

- Microsoft Office for Mac contains only Word, Excel, and PowerPoint. There is no version of Access available for Mac OS.
- Office for Mac may lack features required to complete assignments.
- A free virtual machine to run Microsoft Windows 10 and the Windows version of Office 365 on a Mac is available at http://cs101.wvu.edu/resources/software/mac-vm/.

Failure to have a usable computer does not excuse you from course requirements and deadlines.

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COURSE POLICIES

Grading: Course grades are based on the following required assignments:

Assignment	Number	Points Each	Total Points
Homework Assignments	6	50	300
MyITLab Simulation Required Questions (grouped into 5 Lessons)	190 (1-190 questions correctly completed)	1.316	250
Participation Projects	10 of 12	10	100
Exams #1-#2	2	100	200
Final Exam	1	150	150
Total Points			**1,000**

Additionally, students can earn up to 60 points in bonus (extra) credit:

Opportunity	Total Points
MyITLab Simulation Bonus Questions (191-200 questions correctly completed)	up to 10
MyITLab Grader Bonus Projects	up to 50
Possible Bonus Points	**up to 60**

The following letter grade scale will be used:

Letter Grade	Total Points Earned
A	900 or more
B	800-899
C	700-799
D	600-699
F	599 or fewer

You should review your grades as soon as they are posted. If you disagree with a grade or believe it is inaccurate, you may contest the grade within 7 calendar days from when it was released. CS101 will not accept requests to review grades after this period has elapsed. CS101 will also not review grades from the MyITLab Grader Bonus Projects or MyITLab Simulation Bonus Questions.

Semester Schedule: A schedule of due dates and exam dates for the entire semester is available at http://cs101.wvu.edu/this-semester/semester-schedule/. This schedule also provides an approximation of the material to be covered on each lecture day.

A full list of Final Exam times is available at http://cs101.wvu.edu/this-semester/final-exam-schedule/.

Web/E-mail: The CS101 websites and your MIX e-mail account are the primary outside-of-class means through which we distribute information. It is your responsibility to be familiar with all provided information. You will not receive accommodations for failing to check these sources daily.

When communicating with your instructor, please be sure to identify your name, your course section, and clearly explain your question or concern. To ensure you are easily understood, please write in standard English.

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MyID Account: Your MyID account will be used to login to CS101 computers and websites. You must activate your MyID account at http://myid.wvu.edu before use. If you encounter problems with MyID, call ITS Help Desk at (304) 293-4444.

It is your responsibility to have a working MyID account. Failure to do so may keep you from completing required tasks and can impact your grade.

Academic Integrity: The integrity of the classes offered by any academic institution solidifies the foundation of its mission and cannot be sacrificed to expediency, ignorance, or blatant fraud. Therefore, the instructor will enforce rigorous standards of academic integrity in all aspects and assignments of this course.

CS101 assignments are designed to improve each student's personal skills and abilities. With the exception of Participation Projects as authorized by the instructor, we do not allow group work and sharing of files is not permitted for any reason. Students must work by themselves for their assignments and create their own projects starting from a blank file or starter file provided by the assignment, if applicable.

For Participation Projects only, instructors may authorize groups of students to work together and share files only within their group.

Examples of academic integrity violations include, but are not limited to, the following:

- Working with another person on any assignment other than authorized group Participation Projects.
- Allowing others access to your files, either intentionally or unintentionally. This applies even if it occurs without your knowledge or permission. You must ensure no one else has access to your files.
- Use or possession of a file created by someone else. Do not reuse even blank files.
- Reusing work from another semester, course, or section.
- Using unauthorized materials during exams.
- Fraudulent submission of work.
- Fraudulent or inappropriate use of the attendance system.
- Unauthorized use, possession, or access of homework or exam projects.
- Submission of a project different than what was assigned for your section.
- Impersonating someone else or having them impersonate you.
- Making fraudulent or dishonest statements regarding your work.
- Plagiarism.

A range of penalties is possible for academic integrity violations. The standard penalties are listed below, but more severe penalties including an unforgivable F for the course can be applied.

Occurrence	Standard Penalties
First Occurrence	No credit for the assignment. An additional 50-point penalty is also applied.
Second Occurrence or After	Failing grade (F) for the course. This penalty can be applied even if the student had no notice of the First Occurrence violation.

This academic integrity policy continues to be in force even after you complete Computer Science 101. Post-completion penalties may be enforced through modifications to the final grade recorded on your transcript.

If an academic integrity violation is suspected, you will be notified via e-mail or postal mail. You may appeal to your instructor or the course coordinator within 7 calendar days of the notice being sent. Failure to appeal or reply within this time period will be considered an admission of guilt and applicable penalties will be applied.

Additional information on WVU's academic integrity policy is available at http://campuslife.wvu.edu/office_of_student_conduct. If you have any questions about this policy or if an activity is allowed, it is your responsibility to check with your instructor beforehand.

All students must complete the Policy Acknowledgment Form to receive credit for their work. Credit will not be granted for work due prior to when this form is completed.

Academic Integrity Compliance Audit: At any time, CS101 may audit a student's compliance with the Academic Integrity Policy. Students who fail to successfully complete the Audit will lose all credit for assignments being audited and will lose all bonus points. The audit may also lead to the finding of academic integrity violations.

Homework: Homework assignments are an important tool in helping students to learn course material. To assess performance, student work is graded using a rubric provided with each assignment. Grades for analysis questions are based on a combination of factors including if the response is factually correct, if it is a reasonable interpretation of available data, if it addresses the question prompt, and if it is adequately supported.

Homework assignments are to be submitted through the CS101 website at https://cs101.wvu.edu/tools/submit-assignments/. Students are responsible for ensuring their submissions were successfully received. All homework submissions can be viewed at https://cs101.wvu.edu/tools/view-submissions/. Submissions not listed on this site or not indicated as successful were unsuccessful. Students will not receive credit for unsuccessful submissions and will not be permitted to (re-)submit without late penalties being applied.

Assignments must be received by 11:59pm Eastern Time on the date they are due or they will be considered late. All late submissions will receive a 20% grade reduction per calendar day. Late penalties are based on the time of the submission, not when the files were last modified. Assignments submitted 5 or more days late will not receive any credit at all. Near the end of the semester, some assignments may not be accepted late or may have reduced late acceptance periods.

You must e-mail your instructor immediately upon submission of late work or it will receive no credit.

If multiple submissions are received by the due date, we will grade the most recent one. We retain the right to review all submissions. Unsuccessful submissions, incomplete submissions, or submissions with blank, corrupt, missing,

or incorrect files will not receive credit. It is your responsibility to keep copies of all your homework files.

Participation Projects: During the semester, students will have opportunities to complete 12 Participation Projects. Students will be required to complete at least 10 of the 12 projects to receive full credit.

Participation Projects are to be submitted through the CS101 website at https://cs101.wvu.edu/tools/submit-assignments/. Students are responsible for ensuring their submissions were successfully received. All Participation Projects submissions can be viewed at https://cs101.wvu.edu/tools/view-submissions/. Submissions not listed on this site or not indicated as successful were unsuccessful. Students will not receive credit for unsuccessful submissions and will not be permitted to (re-)submit after the submission deadline.

Participation Projects will be assigned with a deadline specified by the instructor. Students who miss the deadline (for any reason) will not be permitted to make-up the missed project. Late work will not receive any credit. Students will work independently on their own projects.

MyITLab Lessons (Simulation Questions): MyITLab computer-based training software is used to provide additional experience in working with Microsoft Office. Registration instructions for MyITLab are available at http://cs101.wvu.edu/resources/myitlab/registration/.

Five MyITLab Lessons will be assigned over the course of the semester. Each Lesson contains simulation questions from multiple chapters. Students are responsible for completing a graded study plan for each chapter, including both the training and posttest components. Additional optional trainings are also available in MyITLab but are not graded.

Grades from the highest-scoring submitted posttest for each chapter will count towards your final MyITLab grade. Students are required to correctly complete 190 questions in MyITLab. Bonus points are automatically earned for correctly completing 191 or more questions. Scores are calculated as follows:

Correct Simulation Questions	Quantity	Points Each	Points Possible
Questions 1-190	up to 190	1.316	up to 250 required points
Questions 191-200	up to 10	1 bonus	up to 10 bonus points
Questions 201+		no points	no additional points
Total Points Possible			**up to 250 required points plus 10 bonus points**

You must submit MyITLab Lessons by 11:59pm Eastern Time on the date they are due. Late MyITLab work will be accepted until a specified Late Submission Deadline near the end of the semester and will receive a 50% grade reduction. There will be no extension of the Late Submission Deadline for any reason.

Students must purchase and register for MyITLab to complete the assigned Lessons. Due dates will not be extended because of late registration.

Students are responsible for ensuring their work was successfully submitted. All MyITLab Grader Bonus Projects submissions can be viewed in the MyITLab

gradebook. Submissions not listed on this site or not indicated as successful were unsuccessful. Students will not receive credit for unsuccessful or missing submissions and will not be permitted to (re-)submit after the submission deadline.

Students are also responsible for setting their Student ID in MyITLab as shown in instructions at http://cs101.wvu.edu/resources/myitlab/student-id/. Students who fail to correctly complete this task by the Late Submission Deadline will not receive any credit for MyITLab Lessons or MyITLab Grader Bonus Projects. Students with incorrectly set Student IDs may receive a message in the CS101 Gradebook at https://cs101.wvu.edu/tools/gradebook/.

Students are encouraged to use a public lab computer to complete MyITLab work. These systems are less likely to encounter problems. It is your responsibility to complete MyITLab Lessons on-time, no matter any problems you encounter. If you experience technical difficulty, contact Pearson technical support immediately. We recommend you e-mail your instructor to notify them of your issue, but this does not absolve you of your responsibility to complete your work on-time.

MyITLab Grader Bonus Projects:
During the semester, three MyITLab Grader Bonus Projects will be available for students to complete. Students will receive credit for the two highest-scoring projects they complete. Grades will be determined based on a rubric attached to each project. Projects will be posted in and submitted through MyITLab.

Each project will be available for a defined time period. Submissions must be received by 11:59pm Eastern Time on the date they are due. Late submissions will receive no credit.

Students are responsible for ensuring their submissions were successfully received. All MyITLab Grader Bonus Projects submissions can be viewed in the MyITLab gradebook. Submissions not listed on this site or not indicated as successful were unsuccessful. Students will not receive credit for unsuccessful or missing submissions and will not be permitted to (re-)submit after the submission deadline.

Exams:
Exams are graded using a rubric provided with each assignment. Grades for analysis questions are based on a combination of factors including if the response is factually correct, if it is a reasonable interpretation of available data, if it addresses the question prompt, and if it is adequately supported.

All exams in this course are closed book, closed notes, and closed Internet. The only allowed outside resource is the built-in Microsoft Office Help system.

Exams must be completed in one sitting. For Exams #1 and #2, 60 minutes are allowed to complete the exam. For the Final Exam, 120 minutes are allowed. Students may review the exam instructions for 10 minutes prior to starting. If you arrive late or leave early from a test, any lost time is forfeited. Students with a schedule conflict immediately before or after CS101 may contact their instructor to be authorized to take the exam in CS101 Open Lab instead of class.

Exams are to be submitted through the CS101 website at https://cs101.wvu.edu/tools/submit-assignments/. Students are responsible for ensuring their submissions were successfully received. All exam submissions can be viewed at https://cs101.wvu.edu/tools/view-submissions/. Submissions not

listed on this site or not indicated as successful were unsuccessful. Students will not receive credit for unsuccessful submissions and will not be permitted to (re-)submit after the submission deadline.

You must bring a photo ID to take an exam. You will not be permitted to take an exam without a valid ID.

If you wish to reschedule an exam because of a scheduled event or Day of Special Concern, you must notify your instructor at least one day in advance. Documentation may be required.

If you miss an exam because of a personal, family or medical emergency, you must notify your instructor within 36 hours of the scheduled start time. Your instructor may authorize a makeup exam at their discretion. All makeup exams must be completed within four weekdays of the original scheduled exam date, or in the case of the Final Exam, at the announced makeup session.

CS101 Extended Learning students enrolled in other on-campus courses must take their exam on-campus as directed by their instructor. Students only taking Extended Learning courses may make arrangements for an exam proctor with their instructor. Completing the exam without authorized supervision and ignoring time limits are both academic integrity violations.

Adverse Weather and Class Cancellations:

On rare occasions, CS101 classes or Open Lab may be cancelled. If this occurs, you will be notified in advance by MIX e-mail and/or the CS101 website.

Open Lab:

If you need assistance or a place to work, CS101 encourages you to visit Open Lab. It is held in Armstrong Hall and Lyon Tower. A schedule of hours is available at http://cs101.wvu.edu/resources/help/open-lab/. A limited number of hours with online help may also be available; see http://cs101.wvu.edu/resources/help/open-lab-online/ for details on Open Lab Online.

Open Lab staff will help answer your questions. They will not do your work for you. You need to make a reasonable attempt at completing your work before asking for assistance. You may be refused assistance if the staff believes you are misusing Open Lab.

Open Lab staff generally does not provide assistance on MyITLab Lessons or MyITLab Grader Bonus Projects.

Open Lab gets very busy near homework due dates. Please come early in the week if you want assistance. Otherwise, you may have to wait in the lab.

Expected Conduct:

- Do not use the computers for non-CS101 work.
- Do not complete assignments unless allowed by the lab attendant.
- Do not converse with others or be disruptive.
- Do not eat, drink, chew gum, use chewing tobacco or read newspapers.
- Cell phones and pagers must be set to vibrate or turned off during class.
- Physical abuse of equipment or furniture will not be tolerated.
- Instructors, proctors, staff, and other students are to be treated in a professional, courteous manner.

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The above actions disturb other students and are disrespectful to CS101 staff. Violations may result in a grade penalty of at least 10 points per occurrence or removal from the class or Open Lab.

Time and Workload Expectation: CS101 is a 4-credit hour course. Only 2 of these hours are spent in lecture. You are expected to spend the other time on your own studying and learning the course material. To help ensure that the out-of-class time commitment is met, consider scheduling time for it just as if it were a regular class session.

The workload for this course (assignments, studying, etc.) is commensurate with a 4-credit course. This requires a commitment on your part to obtain good grades.

Enrollment: By WVU policy, you must be properly enrolled and current on all billings to participate in class. If you are removed from the course for non-payment, it is your responsibility to resolve the problem with the Office of the University Registrar and Student Accounts. You may lose credit for work due while you are not enrolled.

Privacy: Under the Family Educational Rights and Privacy Act of 1974 and WVU policy, students have a right to the privacy of their academic information. A FERPA release must be on file with CS101 before we can release information on a student's performance to third parties.

Additional information on the privacy policies of CS101 and third-party resource providers is available at http://cs101.wvu.edu/about/policies/ferpa/.

Student Services: Links to student services provided by WVU are available at http://www.wvu.edu/currentstudents/.

Accessibility: If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please advise your instructor and make appropriate arrangements with the Office of Accessibility Services at (304) 293-6700. For more information on West Virginia University's Diversity, Equity, and Inclusion initiatives, please see http://diversity.wvu.edu.

If you are authorized for and wish to receive accommodations for an exam, you must notify your instructor at least one week in advance. If you do not arrange accommodations in advance, they will not be given. Any rescheduled exams must be taken during the same calendar week (Monday-Friday) as the original date.

Information on MyITLab's accessibility features is available at http://www.pearsonmylabandmastering.com/northamerica/myitlab/accessibility/.

Inclusivity: The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion.