



Course Syllabus

COURSE SECTION INFORMATION

Instructor: Instructor Name Here

Sections: CS101-1, CRN 12345, Mon/Wed 8:30am-9:20am, 206 Armstrong Hall
CS101-2, CRN 67890, Tue/Thu 10:00am-10:50am, 219 Armstrong Hall

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

Other Important Links: Course Schedule - <http://cs101.wvu.edu/this-semester/semester-schedule/>
Submit Homework, 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: firstname.lastname@mail.wvu.edu
E-mail is the best way of reaching your instructor. Please send your message from your MIX account. Be sure to clearly identify yourself.

Phone: (304) 293-0116

Office: 210K Armstrong Hall (Morgantown, Downtown Campus)

Schedule: Office hours are planned for Monday from 10:00am-12:00pm during Open Lab in 219 Armstrong Hall. Other times are available by an appointment. Please check beforehand to ensure availability.

PROCTOR CONTACT INFORMATION

Proctors are student assistants. They can help with many questions, but any issues involving grades, make-ups, or extensions should be addressed with your instructor.

Section 1 Proctor: James Proctor
fmlastname@mix.wvu.edu

Section 2 Proctor: Jane Proctor
fmlastname@mix.wvu.edu

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, however, expect that students are generally familiar with using a Windows-based computer, the Internet, and 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.

- 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.

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 text and MyITLab are available in two bundle options. CS101 strongly recommends buying the cheaper electronic bundle.

Electronic Bundle with eText and MyITLab

ISBN 978-1-269-98541-3

Available online from [CourseSmart](#).

Print Bundle with Print Text, eText, MyITLab, and 180-Day Office 365 Trial

ISBN 978-1-269-97922-1

Available from [Barnes & Noble](#) and [Book Exchange](#).

MyITLab and eText access is valid for 12 months from activation. Students can reuse their own existing licenses within this time period.

Microsoft Office:



Microsoft Office 2013 Professional/Pro Plus or Microsoft Office 365 Home/Personal/University

This version includes Word, Excel, Access, and PowerPoint.

Microsoft Office 2010 is also acceptable. Office for Mac lacks features required for CS101 assignments.

Students wishing to purchase Office 365 for their own



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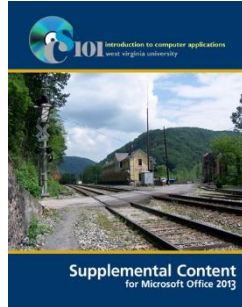
computers can buy:

Microsoft Office 365 University

Available from [Microsoft](#).

Microsoft Office 365 Home Premium Academic 180-Day Trial

Available from [Pearson](#).

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](#).

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

- Microsoft Windows 7, 8, or 8.1
- Microsoft Office 2013 Professional/Pro Plus or Microsoft Office 365 Home/Personal/[University](#) (for Windows)
 - Includes Word, Excel, Access, and PowerPoint.
 - Access (only) is available for free through [Microsoft Dreamspark](#).
- Current version of Microsoft Internet Explorer, Apple Safari, Google Chrome, or Mozilla Firefox
- [Adobe Reader](#) or another PDF viewer
- USB flash drive or cloud storage ([Google Drive](#), [Dropbox](#)) to store files
- A reliable high-speed Internet connection

If you have a Mac, please be aware:

- Microsoft Office for Mac 2011 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 virtual machine to run Microsoft Windows 8.1 and 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	60	360
MyITLab Required Questions (grouped into 5 Lessons)	190 (1-190 questions correctly completed)	1.526	290
Exams #1-#2	2	100	200
Final Exam	1	150	150
Total Points			1,000

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

Opportunity	Total Points
MyITLab Bonus Questions (191-200 questions correctly completed)	up to 10
Attendance Bonus	up to 30
In-Class Participation Bonus	up to 20
In-Class Participation Bonus	up to 50
Extended Learning Participation Bonus	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.

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.



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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. We do not use group projects. Students must work by themselves for their assignments and create their own projects starting from a blank file. Sharing files is not permitted for any reason.

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

- Working with another person on any assignment.
- Allowing others to access your files. This applies even if done without your knowledge.
- 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 40-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.

If an academic integrity violation is suspected, you will be notified via e-mail or certified mail. You may appeal to your instructor or the course coordinator within 7 calendar days of the notice. 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://studentlife.wvu.edu/office_of_student_conduct/student_conduct_code. If



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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 question 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/> by 11:59pm Eastern Time on the date they are due. All late submissions will receive a 20% grade reduction per calendar day. At the end of the semester, some assignments may not be accepted late at all. You must e-mail your instructor if you submit late work.

If multiple submissions are received by the due date, we will grade the most recent one. We retain the right to review all submissions. Submissions with blank, corrupt, missing, or incorrect files will not receive credit. It is your responsibility to keep copies of all your projects.

MyITLab Lessons and Questions:

The MyITLab computer-based training software is used to provide additional experience in working with Microsoft Office. Some MyITLab work may be done before its content is taught in class to help use lecture time more efficiently.

5 MyITLab Lessons will be assigned over the course of the semester. Each Lesson contains multiple chapters. A training-posttest model is used. You must complete the training and posttest for each chapter.

If you do not complete the posttest, you will not get any credit for that chapter.

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 Questions	Quantity	Points Each	Points Possible
Questions 1-190	up to 190	1.526	up to 290 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 290 required points plus 10 bonus points

You must submit MyITLab Lessons by 11:59pm Eastern Time on the date they are due. As a courtesy, late work will be accepted until a [specified date](#) near the end



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of the semester and will receive a 50% grade reduction. There will be no extensions 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 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, e-mail your instructor immediately to notify them of the issue; this does not absolve you of your responsibility to complete your work on-time.

Exams:

Exams are graded using a rubric provided with each assignment. Grades for analysis question 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.

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 week 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.

There will be no makeup exams given for the Final Exam. You must take the exam as scheduled to receive credit.

All students enrolled in on-campus CS101 sections must take their exams at the scheduled class time.

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.

Extended Learning Bonus:

Extended Learning students will be provided with opportunities throughout the semester to earn up to 50 points of bonus credit. This replaces the attendance and in-class participation bonus credit available in on-campus sections.



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In-Class Participation Bonus: On-campus students will be provided with opportunities throughout the semester to earn up to 20 points of bonus credit for in-class participation activities. Students must be present and complete the required activities to earn the credit. No makeups will be given.

In-Class Participation Bonus: On-campus students will be provided with opportunities throughout the semester to earn up to 50 points of bonus credit for in-class participation activities. Students must be present and complete the required activities to earn the credit. No makeups will be given.

Attendance: Regular attendance is important to learn the material covered in CS101. You are responsible for any items you miss if you do not attend class.

Up to 30 bonus points will be offered to reward regular attendance. You must sign-in at <https://cs101.wvu.edu/tools/record-attendance/> during class to record your attendance. If you do not sign-in successfully, you will not receive credit.

You must be present to have your attendance recorded. There are no excused absences for any reason. It is possible to miss one class day and still earn the maximum amount of attendance bonus. Attendance credit starts the second day of class. During the Fall and Spring semesters, exam days do not count towards the bonus for classes that meet twice a week.

You must be present the entire class period to receive credit. Do not sign-in if you arrive late or must leave early. Do not sign-in from outside of class.

Fraudulent use of the attendance system may result in loss of any or all attendance credit. If you encounter an error or fraud message when recording your attendance, you must notify your instructor immediately or risk penalties.

Attendance bonus points will be awarded according to the below schedule:

On-Campus Sections	Bonus Points (up to 30 points total)
Sections 1, 51, 57, and 59	0 points
Section 19	2.5 points per day (13 lecture days)
Section 21	2.31 points per day (14 lecture days)
All Other Sections	1.25 points per day (25 lecture days)

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.

In the event of inclement or threatening weathers, everyone should use their best judgment regarding travel to and from campus. Safety should be the main concern. If you cannot get to class because of adverse weather conditions, you should contact your instructor as soon as possible. CS101 will make accommodations as appropriate on days where class is cancelled or there are inclement weather conditions.

Open Lab: If you need assistance or a place to work, CS101 encourages you to visit Open Lab. It is held weekdays in Armstrong Hall. A schedule of hours is available at <http://cs101.wvu.edu/resources/help/open-lab/>. A limited number of hours with online chat will 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



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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.

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.

Class and Open Lab Conduct:

- Be attentive during class meetings. Do not use the computers for non-CS101 work.
- Do not complete assignments unless allowed by your instructor.
- Do not be late to arrive or early to leave.
- 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.

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, loss of attendance credit, 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 outside parties including a student's parents. Granting access to the [Parent/Guest Portal](#) is not sufficient to allow the release of CS101 information.

Use of CS101 computers and systems may be monitored.

Disabilities:

If you believe that you have a disability that may affect your performance in this course, it is your responsibility to contact the [WVU Office of Accessibility Services](#) at (304) 293-6700. Documentation from Accessibility Services must be provided to your instructor before any accommodations can be granted.

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



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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.

Student Services:

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

Social Justice:

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.