# CS101 Syllabus

Spring 2017 Semester

# Course Information (/about/policies/syllabus/course/)

## Section Information (/about/policies/syllabus/course/section-information/)

### Sections

Please see the Instructors page (/instructors/) for a listing of course sections.

### Course Websites

#### Main Websites

- CS101 Website (/)
- Instructors Websites (/instructors/)
- MyITLab (http://www.myitlab.com)

#### Other Important Links

- Grades and Submissions (/tools/)
- Help for CS101 (/help/)
- Technical Support (/help/support/)

## Contact Information (/about/policies/syllabus/course/contact-information/)

### Instructor Contact Information (/about/policies/syllabus/course/contact-information/instructor-contact-information/)

Please see your instructor's webpage (/instructors/) for contact information.

### Course Coordinator Contact Information (/about/policies/syllabus/course/contact-information/course-coordinator-contact-information/)

If you are unsatisfied with the response from your instructor, you may contact the Course Coordinator for assistance.

| | |
|---|---|
| Name: | Brian Powell |
| E-mail Address: | brian.powell@mail.wvu.edu (mailto:brian.powell@mail.wvu.edu) |
| Office: | 205 Armstrong Hall (Morgantown, Downtown Campus) |
| Office Hours: | Please e-mail to arrange an appointment. |

# Course Description and Learning Objectives (/about/policies/syllabus/course/description/)

## Course Description (/about/policies/syllabus/course/description/course-description/)

Computer Science 101 is designed to teach students how to use computer applications as effective tools for problem solving and data analysis. The course introduces four different Microsoft Office applications, with a primary focus on using Excel and Access to analyze and explore real world data. After completing the course, students will be competent users of the Microsoft Office suite and will have data analysis skills that will be useful in future classes and careers.

## Prerequisites and Expected Skills (/about/policies/syllabus/course/description/prerequisites-and-expected-skills/)

There are no course prerequisites for Computer Science 101.

Incoming students are expected to be familiar with using a Windows-based computer including managing files and extracting ZIP files. We also expect students to be comfortable with using a web browser, e-mail, and a PDF reader such as Adobe Acrobat Reader. Previous experience with Microsoft Office is helpful.

## General Education Curriculum (/about/policies/syllabus/course/description/gec/)

This course meets GEC Objectives 2C and 4 (http://registrar.wvu.edu/current_students/gec_description).

## General Education Foundations (/about/policies/syllabus/course/description/gef/)

This course is in GEF Area 2A: Science & Technology (http://registrar.wvu.edu/gef).

| GEF Area | LEAP Essential Learning Outcome | Course Learning Outcome or Objective which Aligns with LEAP Outcome | Assessment that will be used to Measure the Aligned Outcomes |
|---|---|---|---|

| | | | |
|---|---|---|---|
| GEF 2A: Science & Technology | LEAP 2: Intellectual and Practical Skills - Quantitative Literacy | C01: Build spreadsheets to perform calculations, display data, conduct analysis, and explore what-if scenarios.<br><br>C02: Design and construct databases to store, extract, and analyze scientific and real world data.<br><br>C05: Identify, access, and evaluate information to solve real world problems. | Homework #6 |

## Course Learning Objectives (/about/policies/syllabus/course/description/course-learning-objectives/)

After completing Computer Science 101, students will be able to:

| Number | Course Learning Objective | Learning Activities & Informal Assessments | Formal Assessments |
|---|---|---|---|
| C01 | Build spreadsheets to perform calculations, display data, conduct analysis, and explore what-if scenarios. | • Access: Database Design Participation Project<br>• Excel: Charts Participation Project<br>• Excel: Excel Basics Participation Project<br>• Excel: Formatting Participation Project<br>• Excel: Formulas & Functions I Participation Project<br>• Excel: Formulas & Functions II Participation Project<br>• Excel: Formulas & Functions III Participation Project<br>• Excel: PivotTables Participation Project<br>• Excel: Solver Participation Project<br>• Excel: Tables Participation Project<br>• Excel: What-If Analysis Participation Project<br>• MyITLab Lesson A<br>• MyITLab Lesson B<br>• MyITLab Lesson C | • Exam #1<br>• Final Exam<br>• Homework #1<br>• Homework #2<br>• Homework #3<br>• Homework #6<br>• MyITLab Lesson A<br>• MyITLab Lesson B<br>• MyITLab Lesson C<br>• MyITLab Bonus Project #1 |

| Number | Course Learning Objective | Learning Activities & Informal Assessments | Formal Assessments |
|---|---|---|---|
| C02 | Design and construct databases to store, extract, and analyze scientific and real world data. | • Access: Access Basics Participation Project<br>• Access: Database Creation Participation Project<br>• Access: Database Design Participation Project<br>• Access: Fields & Keys Participation Project<br>• Access: Forms Participation Project<br>• Access: Queries I Participation Project<br>• Access: Queries II Participation Project<br>• Access: Queries III Participation Project<br>• Access: Queries IV Participation Project<br>• Access: Reports Participation Project<br>• Access: SQL Participation Project<br>• MyITLab Lesson C<br>• MyITLab Lesson D<br>• MyITLab Lesson E | • Exam #2<br>• Final Exam<br>• Homework #4<br>• Homework #5<br>• Homework #6<br>• MyITLab Lesson C<br>• MyITLab Lesson D<br>• MyITLab Lesson E |
| C03 | Create scientific and technical documents incorporating equations, images, tables, and bibliographies. | • Data Analysis: Online Scavenger Hunt Participation Project<br>• Word: Layout & Pagination Participation Project<br>• Word: References & Workflow Participation Project<br>• Word: Styles & Illustrations Participation Project<br>• MyITLab Lesson F<br>• MyITLab Lesson G | • Homework #6<br>• MyITLab Lesson F<br>• MyITLab Lesson G<br>• MyITLab Bonus Project #2 |
| C04 | Develop technical and scientific presentations which use charts and visual aids to share data. | • PowerPoint: Layout & Formatting Participation Project<br>• PowerPoint: Presentation Techniques Participation Project<br>• MyITLab Lesson G<br>• MyITLab Lesson H | • Final Exam<br>• Homework #6<br>• MyITLab Lesson G<br>• MyITLab Lesson H<br>• MyITLab Bonus Project #3 |
| C05 | Identify, access, and evaluate information to solve real world problems. | • Access: Access Basics Participation Project | • Exam #1<br>• Exam #2<br>• Final Exam |

| Number | Course Learning Objective | Learning Activities & Informal Assessments | Formal Assessments |
|---|---|---|---|
| | | • Access: Database Creation Participation Project<br>• Access: Database Design Participation Project<br>• Access: Fields & Keys Participation Project<br>• Access: Forms Participation Project<br>• Access: Queries I Participation Project<br>• Access: Queries II Participation Project<br>• Access: Queries III Participation Project<br>• Access: Queries IV Participation Project<br>• Access: Reports Participation Project<br>• Access: SQL Participation Project<br>• Data Analysis: Online Scavenger Hunt Participation Project<br>• Excel: Charts Participation Project<br>• Excel: Excel Basics Participation Project<br>• Excel: Formatting Participation Project<br>• Excel: Formulas & Functions I Participation Project<br>• Excel: Formulas & Functions II Participation Project<br>• Excel: Formulas & Functions III Participation Project<br>• Excel: PivotTables Participation Project<br>• Excel: Solver Participation Project<br>• Excel: Tables Participation Project<br>• Excel: What-If Analysis Participation Project<br>• PowerPoint: Layout & Formatting Participation Project<br>• PowerPoint: Presentation Techniques Participation Project<br>• Word: Layout & Pagination Participation Project<br>• Word: References & Workflow Participation Project<br>• Word: Styles & Illustrations Participation Project | • Homework #1<br>• Homework #2<br>• Homework #3<br>• Homework #4<br>• Homework #5<br>• Homework #6<br>• MyITLab Bonus Project #1<br>• MyITLab Bonus Project #2<br>• MyITLab Bonus Project #3 |

| Number | Course Learning Objective | Learning Activities & Informal Assessments | Formal Assessments |
|---|---|---|---|

## Course Organization (/about/policies/syllabus/course/description/course-organization/)

Computer Science 101 is organized into three units: Excel & Data Analysis, Access, and Word & PowerPoint. Each unit focuses on one or two of the Microsoft Office applications taught in the course and lasts approximately one-third of the semester. Units are further broken down into chapters corresponding with those used in the textbook and Supplemental Content (/materials/supplemental-content/).

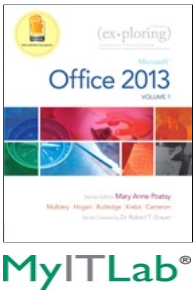
Each unit includes a number of learning activities, informal assessments, and formal assessments:

- 1 Exam
- 1-3 Homeworks
- 1-2 MyITLab Lessons
- 2-8 Participation Projects
- 0-2 MyITLab Bonus Projects

# Course Materials and Technology Requirements (/about/policies/syllabus/materials/)

## Required Materials (/about/policies/syllabus/materials/required-materials/)

### Textbooks and MyITLab (/about/policies/syllabus/materials/required-materials/textbooks-and-myitlab/)




#### Materials (/about/policies/syllabus/materials/required-materials/textbooks-and-myitlab/materials/)

**Textbooks:** ***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

The textbooks are invaluable for learning the skills required by the course. It is recommended that students read through their textbooks to learn about how Microsoft Office is used and its features. The textbooks are also great references in case of problems with completing course assignments.

**Software:** ***MyITLab for Exploring Office*** **2013, WVU Custom Edition**
Published by Pearson
Must be purchased as part of one of the below bundles.

MyITLab software provides a computer-based simulation environment for learning how to use Microsoft Office and to assess student knowledge of how to use Microsoft Office. It also provides support for automatically grading MyITLab Bonus Projects assignments. MyITLab simulations have a one-to-one mapping to Hands-On Exercises in the course textbooks.

### Bundle Options (/about/policies/syllabus/materials/required-materials/textbooks-and-myitlab/bundle-options/)

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 (/about/policies/syllabus/materials/required-materials/textbooks-and-myitlab/bundle-options/electronic-bundle-with-etexts-and-myitlab/)

**ISBN 978-1-323-18900-9**
Available online from Pearson (/help/myitlab/registration/buy-pearson/): $104.00

**ISBN 978-1-323-39500-4**
Available from Barnes & Noble (http://wvu.bncollege.com/webapp/wcs/stores/servlet/MYITLAB_WITH_ETEXT_EXPLORING_MICROSOFT/BNCB_TextbookDetailView?sectionId=76197166&item=Y&catalogId=10001&langId=-1&displayStoreId=15062&storeId=15062&partNumber=583_977016342&productId=5500261126
Available from Book Exchange (http://storefront.bookexchangewv.com/TextBookDetail.aspx?BookPriceID=11268808&MBSNumber=0&SecID=5565914&trm=SPRING%2017): $158.85
Available from BookHolders (http://www.bookholders.com/search.asp?mode=query&query=9781323395004&type=isbn): $150.91

Purchasing from Pearson automatically provides access to MyITLab and the eTexts. The version sold at the bookstores is an access card for MyITLab and the eTexts.

#### Print Bundle with Print Books, eTexts, and MyITLab (/about/policies/syllabus/materials/required-materials/textbooks-and-myitlab/bundle-options/print-bundle-with-print-books-etexts-and-myitlab/)

**ISBN 978-1-323-29553-3**
Available from Barnes & Noble (http://wvu.bncollege.com/webapp/wcs/stores/servlet/CS_101/BNCB_TextbookDetailView?sectionId=76197166&item=Y&catalogId=10001&langId=-1&displayStoreId=15062&storeId=15062&partNumber=583_977016318&productId=550026104
$178.25
Available from Book Exchange (http://storefront.bookexchangewv.com/TextBookDetail.aspx?BookPriceID=11263470&MBSNumber=0&SecID=5565914&trm=SPRING%2017): $171.40
Available from BookHolders (http://www.bookholders.com/store.asp?mode=book&dept=CS&classid=CS101&bookid=208429460&schoolid=9&currentsem=S17&metastoreid=5):
$179.75

The print bundle includes an access card for MyITLab and the eTexts.

### Notes (/about/policies/syllabus/materials/required-materials/textbooks-and-myitlab/notes/)

MyITLab is required and must be purchased new for each student. MyITLab and eText access are valid for 12 months.

## Microsoft Office (/about/policies/syllabus/materials/required-materials/microsoft-office/)

***Windows version of Microsoft Office 2013 Professional/Pro Plus, Microsoft Office 2016 Professional/Pro Plus or Microsoft Office 365***


These versions include Word, Excel, Access, and PowerPoint.

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

### Free Download (/about/policies/syllabus/materials/required-materials/microsoft-office/free-download/)

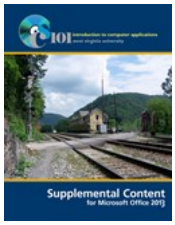
WVU students can now install a compatible version of Office 365 for free on up to 5 computers. Learn more at the WVU Information Technology Services website (http://it.wvu.edu/services/office365/proplus).

### Public Labs (/about/policies/syllabus/materials/required-materials/microsoft-office/public-labs/)

Microsoft Office and all other CS101 software is installed in CS101 Open Lab (/help/open-lab/) and the on-campus public labs.

## Supplemental Content (/about/policies/syllabus/materials/required-materials/supplemental-content/)

***Supplemental Content for Microsoft Office 2013***
Published by West Virginia University




This material is available as a free download on the Supplemental Content page (/materials/supplemental-content/).

This document is an addendum to the course textbooks. It contains information that students should read and understand on the skills covered by the course.

## Computer Requirements (/about/policies/syllabus/materials/computer-requirements/)

All of the required software is available on computers in CS101 Open Lab (http://cs101.wvu.edu/resources/help/open-lab/), on WVU Libraries (http://systems.lib.wvu.edu/availableComputers/) public computers, and in the ITS computer labs (http://it.wvu.edu/services/labs).

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

- Microsoft Windows 7, 8, 8.1, 10 *or* Mac OS X 10.6 or newer
- Microsoft Office 2013 Professional/Pro Plus, Microsoft Office 2016 Professional/Pro Plus or Microsoft Office 365
- Current version of Google Chrome (preferred), Mozilla Firefox (preferred), Microsoft Internet Explorer, Microsoft Edge, or Apple Safari
- Adobe Acrobat Reader (http://get.adobe.com/reader/) or another PDF viewer
- A reliable high-speed Internet connection

Additionally, you may wish to have the following items:

- USB flash drive or cloud storage (Google Drive (http://drive.google.com), Dropbox (https://www.dropbox.com/), OneDrive (https://onedrive.live.com/about/en-us/)) to store files
- Headphones or speakers to listen to videos

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 lacks the features required to complete many assignments.
- A free virtual machine to run Microsoft Windows 10 and the Windows version of Office 365 on a Mac is available (/help/mac/).

The CS101 website and Pearson eText (/materials/etext/) are supported on Windows and Mac computers as well as iOS and Android mobile devices. A Windows or Mac computer must be used to complete MyITLab Lessons. A Windows computer, or Mac running the free virtual machine (/help/mac/), is required to complete Homeworks, Participation Projects, and MyITLab Bonus Projects.

Please see the Technical Support page (/help/support/) for information on how to get assistance if you have computer problems. If you are considering purchasing a new computer, WVU's recommendations are available here (http://it.wvu.edu/support/tsc/recommendations).

### WVU Login Account (/about/policies/syllabus/materials/computer-requirements/wvu-login-account/)

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

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

## Materials Purpose and Usage (/about/policies/syllabus/materials/materials-purpose-and-usage/)

Computer Science 101 uses a variety of materials to help teach the course subject matter.

Readings from the *Exploring Office 2013* textbook and Supplemental Content (/materials/supplemental-content/) are strongly recommended and beneficial. While the content covered here is generally also taught in MyITLab Lessons, reading the textbook and Supplemental Content will provide an additional way of understanding the material. The textbook will also be helpful in case you encounter difficulty completing MyITLab Lessons questions as there is a one-to-one mapping between the MyITLab questions and Hands-On Exercises in the textbook.

The training component of MyITLab Lessons are an excellent way to learn the skills covered by this course. These computer-based training exercises will guide you through the process of completing tasks in Microsoft Office. While you may skip the trainings and go directly to the graded MyITLab Lessons assessments, we suggest starting with the trainings so that you are fully prepared with the material for when you are in class and when you complete the MyITLab Lessons assessments. Completing the trainings will also familiarize you with the tools you will need for the Participation Projects, Homeworks, Exams, and MyITLab Bonus Projects.

Other instructional materials used with the course are marked if they are required, recommended, or optional.

# Course Grades and Assignments (/about/policies/syllabus/grades/)

## Grade Components (/about/policies/syllabus/grades/grade-components/)

Course grades are based on the following required assignments:

| Assignment | Number | Points Each | Total Points |
|---|---|---|---|
| Homeworks | 6 | 50 | 300 |
| MyITLab Lessons<br>(7 Lessons, each with a variable number of questions) | 190 correct questions | 1 | 190 |
| Participation Projects | 16 | 10 | 160 |
| Exams #1-#2 | 2 | 100 | 200 |
| Final Exam | 1 | 150 | 150 |
| **Total Required Points** | | | **1,000** |

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

| Assignment | Number | Points Each | Total Points |
|---|---|---|---|
| MyITLab Bonus Projects | 3 | 20 | 60 |
| **Possible Bonus Points** | | | **60** |

# Final Grades (/about/policies/syllabus/grades/final-grades/)

The following letter grade scale will be used in issuing final grades:

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

Incomplete grades are issued extremely rarely, only in the case of severe family or medical emergencies. Significant documentation is required.

# Assignments (/about/policies/syllabus/grades/assignments/)

## Homeworks (/about/policies/syllabus/grades/assignments/homeworks/)

Homeworks are formal assessments designed to provide students with an opportunity apply the skills they have learned in the course in solving real world problems. They are graded based on a rubric included at the end of their instructions.

Homeworks are due at 11:59pm Eastern Time on the listed due date. A penalty of 20% per calendar day will be deducted from late work. During Summer semesters, Homework #6 may not be accepted late.

## Exams (/about/policies/syllabus/grades/assignments/exams/)

Exams are formal assessments designed to measure student learning of the objectives and skills required in this course. They are graded based on a rubric included at the end of their instructions.

Exams are closed book, closed notes, and closed Internet. The only allowed outside resource is the built-in Microsoft Help system. You must have a valid WVU or government-issued photo ID to take each exam.

Students will have 50 minutes each for Exams #1 and #2 and 120 minutes for the Final Exam. Exams must be completed in one sitting. If students arrive late, leave early, or miss the Exam entirely, any lost time if forfeited.

Exams for on-campus sections are at the regularly scheduled class time and location. Exams for online sections are held in Open Lab's Armstrong Hall location or with an instructor-approved proctor. Please arrive at least 10 minutes before the scheduled start time and stay for the full allowed time.

If you wish to reschedule an Exam because of a schedule conflict, scheduled event, or Day of Concern, you must notify your instructor prior to exam day. If you miss an Exam because of a personal, family, or medical emergency, you must notify your instructor within 48 hours of the scheduled start time to request a makeup exam. Documentation may be required. Other requests for makeup exams will generally not be accepted.

All makeup exams are at the instructor's discretion. They must be completed within 4 weekdays of the scheduled exam day (Exam #1 and Exam #2) or at the announced makeup session (Final Exam).

## MyITLab Lessons (/about/policies/syllabus/grades/assignments/myitlab-lessons/)

MyITLab Lessons are computer-based simulations of Microsoft Office. Each Lesson consists of multiple chapters, each containing one or more simulation questions. In total, approximately 207 questions are available across 7 Lessons.

MyITLab Lessons are computer-based learning activities designed to teach students how to use Microsoft Office as required by this course. They are automatically graded by the MyITLab software with credit being given for the highest-scoring attempt for each chapter. Credit of 1 point is awarded for each on-time successfully completed question. Students are required to successfully complete at least 190 questions during the semester to receive full credit. MyITLab Lessons are due at 11:59pm Eastern Time on the listed due date. Late work is accepted for 50% credit until the listed MyITLab Lessons Late Submission Deadline.

Students are responsible for setting their Student ID in MyITLab as shown in our instructions (/help/myitlab/student-id/). Students with incorrectly set Student IDs may not receive credit for MyITLab Lessons if the issue is not corrected by the MyITLab Late Submission Deadline.

## MyITLab Bonus Projects (/about/policies/syllabus/grades/assignments/myitlab-bonus-projects/)

MyITLab Bonus Projects are optional formal assessments of student knowledge that can be completed for bonus credit. They are computer-graded based on a rubric included with their instructions. Students may submit each assignment twice and will receive bonus credit for the highest-scoring attempt. Grades for MyITLab Bonus Projects may not be appealed.

MyITLab Bonus Projects are due at 11:59pm Eastern Time on the listed due date. Late submissions will not be accepted.

Students are responsible for setting their Student ID in MyITLab as shown in our instructions (/help/myitlab/student-id/). Students with incorrectly set Student IDs may not receive credit for MyITLab Bonus Projects if the issue is not corrected by the MyITLab Late Submission Deadline.

## Participation Projects (/about/policies/syllabus/grades/assignments/participation-projects/)

Participation Projects are learning activities and informal assessments that introduce students to the skills taught in this course. They provide students with opportunities to practice the skills taught in the course. They are graded based on a rubric included at the end of their instructions. Students are required to successfully complete at least 16 Participation Projects during the semester to receive full credit.

Participation Projects are due at the end of the class period in which they are assigned for on-campus sections or at 11:59pm Eastern Time on the listed due date for online sections. Late submissions will not be accepted. Lab computers must be used for submissions from on-campus sections.

Students will be assigned into groups of 3 to 4 students to conduct peer evaluations of each others' Participation Projects. Peer evaluations are to be conducted on at least 3 projects of each group's choosing during the semester. Students should provide copies of their completed files to their group members for the projects on which peer evaluations will be conducted. Peer evaluations are to be completed using a rubric included at the end of each Participation Project's instructions. Peer

evaluators should evaluate the student's overall performance on the project and note any errors they find in the student's work. Evaluations should be completed and provided to the student being evaluated within 10 calendar days of when the Participation Project being evaluated was due.

## Due Dates (/about/policies/syllabus/grades/due-dates/)

CS101 is not a self-paced course. For sections lasting the entire semester, Homeworks, Exams, MyITLab Lessons, and MyITLab Bonus Projects are due on the dates shown below. Participation Projects are due as listed on each instructor's Assignments page.

| Due Date | Assignment |
|---|---|
| Wednesday, January 18, 2017 | MyITLab Lesson A |
| Wednesday, February 1, 2017 | MyITLab Lesson B |
| Friday, February 3, 2017 | Homework #1 |
| Friday, February 10, 2017 | Homework #2 |
| Wednesday, February 15, 2017 | MyITLab Lesson C |
| Friday, February 17, 2017 | Homework #3 |
| **Monday, February 20, 2017 to Wednesday, February 22, 2017 (varies by section)** | **Exam #1 - see section schedule for exact date** |
| Wednesday, March 1, 2017 | MyITLab Lesson D |
| Wednesday, March 22, 2017 | MyITLab Lesson E |
| Friday, March 24, 2017 | Homework #4 |
| Friday, March 31, 2017 | Homework #5 |
| Wednesday, April 5, 2017 | MyITLab Lesson F |
| **Wednesday, April 5, 2017 to Monday, April 10, 2017 (varies by section)** | **Exam #2 - see section schedule for exact date** |
| Wednesday, April 19, 2017 | MyITLab Lesson G |
| Friday, April 28, 2017 | Homework #6 |
| Friday, April 28, 2017 | MyITLab Bonus Projects #1, #2, and #3 |
| Friday, April 28, 2017 | MyITLab Lessons Late Submission Deadline |
| **Thursday, April 27, 2017 to Friday, April 28, 2017** | **Final Exam Early Makeups for On-Campus Sections - in Open Lab (/help/open-lab/)** |
| **Thursday, April 27, 2017 to Friday, April 28, 2017** | **Final Exam for Online Sections** |
| **Monday, May 1, 2017 to Friday, May 5, 2017 (varies by section)** | **Final Exam for On-Campus Sections - see Final Examination Schedule page (http://registrar.wvu.edu/current_students/finals) for exact date and time** |

Participation Projects due dates are not listed on the above schedule as they are not announced in advance. A listing of previous Participation Projects is on your instructor's (/instructors/) Assignments page.

Schedules showing the content being taught each week are posted on your instructor's website (/instructors/).

## Grading and Feedback (/about/policies/syllabus/grades/grading-and-feedback/)

Grades and detailed feedback are posted to the CS101 View Grades page (/tools/gradebook/). Students should review grades as soon as they are posted. Grades may be appealed within 7 calendar days of when they are posted by contacting your instructor. After this time, grades are final. All grades for MyITLab Bonus Projects are final and may not be appealed.

Grades and feedback for Homeworks and Exams will generally be posted within 14 days of when the assignments were due. Official grades for MyITLab Lessons and MyITLab Bonus Projects will generally be posted to the CS101 View Grades page (/tools/view-grades/) within 7 days of when the assignments are due, although MyITLab's evaluations and unofficial grades will be available in MyITLab (http://www.myitlab.com)immediately after the assignments are completed. Participation Projects grades will be updated at least once per unit.

## Technical Problems and On-Time Completion (/about/policies/syllabus/grades/technical-problems-and-on-time-completion/)

Students are responsible for completing and submitting their assignments on-time, regardless of any problems they encounter. Extensions will not be provided because of technical problems. Start your work early.

To reduce the likelihood of problems, students are encouraged to use CS101 Open Lab (http://cs101.wvu.edu/resources/help/open-lab/) or a WVU-maintained computer to complete their work.

If you encounter problems in completing your work, please immediately notify your instructor. You should also contact Pearson Tech Support for MyITLab issues. Notifying your instructor does not absolve you of the requirement to complete your assignments on-time.

## Accessing Assignments (/about/policies/syllabus/grades/accessing-assignments/)

Homeworks and Participation Projects will be posted on each instructor's website. Instructions for accessing Exams will be provided at the time of the test.

MyITLab Lessons and MyITLab Bonus Projects are available in MyITLab.

## Submitting Assignments (/about/policies/syllabus/grades/submitting-assignments/)

Homeworks, Exams, and Participation Projects are submitted through the Submit Assignments tool. (/tools/submit-assignments/) Participation Projects for on-campus sections must be submitted from a CS101 lab computer.

MyITLab Lessons chapters are automatically submitted when the entire chapter is complete. They can also be manually submitted from within the simulation.

MyITLab Bonus Projects must be submitted from within MyITLab. Students have two attempts for each MyITLab Bonus Project. Credit will be given for the highest scoring attempt.

Assignments must be fully submitted to receive credit. Students are responsible for ensuring their correct work was successfully submitted. All applicable late penalties will be applied for late submissions or submissions of missing work.

## Work Retention (/about/policies/syllabus/grades/work-retention/)

Students must retain copies of all submitted Homeworks and MyITLab Bonus Projects. Online students must also retain copies of their submitted Participation Projects. Files must be secured so that nobody else is able to access them.

## Academic Integrity (/about/policies/syllabus/grades/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.

For all assignments except Participation Projects, students must work independently by themselves. Sharing of files is not permitted for any reason. Unless otherwise instructed, students must start working from a new blank file for each assignment.

For Participation Projects only, instructors may authorize groups of students to work together. Sharing of files is only permitted within the group.

### Violations (/about/policies/syllabus/grades/academic-integrity/violations/)

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

- Working with another person on any assignment other than authorized group Participation Projects.
- Sharing or allowing others to access your files, whether done with permission or not. You are responsible for protecting your files to ensure no one else can access them.
- Use or possession of a file created by someone else. Do not reuse even blank files.
- Reusing work from another semester, course, or section.
- Fraudulent submission of work.
- Using unauthorized materials during Exams.
- Unauthorized use, possession, or access of assignments.
- Disregard of Exam time limits.
- 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.
- Soliciting others to complete work for you.
- Posting course files and resources on study or content sharing websites.

### Penalties (/about/policies/syllabus/grades/academic-integrity/penalties/)

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 | For violations not related to an Exam, no credit will be given for the assignment. An additional 50-point penalty is applied.<br><br>For violations related to an Exam, a failing grade (F) will be issued for the course. |
| Second Occurrence or After | Failing grade (F) will be issued 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. You may appeal to the Course Coordinator within 30 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 from the Office of Student Conduct (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.

### Policy Acknowledgment Form (/about/policies/syllabus/grades/academic-integrity/policy-acknowledgment-form/)

All students must complete the Policy Acknowledgment Form (/media/22366/policy-acknowledgment-form.pdf) to receive credit for their work. Credit may not be granted for work due prior to when this form is completed.

### Academic Integrity Compliance Audit (/about/policies/syllabus/grades/academic-integrity/academic-integrity-compliance-audit/)

At any time, CS101 may audit a student's compliance with the Academic Integrity Policy. Students who do not successfully complete the Audit will lose all credit for assignments being audited. The audit may also lead to the finding of academic integrity violations.

## Course Policies (/about/policies/syllabus/policies/)

### Attendance and Engagement (/about/policies/syllabus/policies/attendance-and-engagement/)

For on-campus students, regular attendance is important to learn the material covered in CS101. You are responsible for any work or content missed if you do not attend class. While not directly a component of your grade, attendance is tracked. Students must sign-in during class (/tools/record-attendance/) to record attendance.

For online students, regular engagement is important to learn the material covered in CS101. You are responsible for checking the course website and your e-mail regularly, and for completing any readings, activities, or assignments assigned by your instructor. We do not directly grade or have any requirements for student engagement orinteraction beyond completing the required assignments (Homeworks, Participation Projects, MyITLab Lessons, and Exams).

## Course Communication (/about/policies/syllabus/policies/course-communication/)

The CS101 websites and your MIX e-mail account are the primary means through which we distribute information. It is your responsibility to check them daily.

When e-mailing 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.

Your instructor generally will respond to e-mails within 48 hours. While you may frequently receive same-day responses, they are not guaranteed and should not be expected. Please plan accordingly so you do not miss deadlines.

## Expected Conduct and Etiquette (/about/policies/syllabus/policies/expected-conduct-and-etiquette/)

When in class or Open Lab (/help/open-lab/), please:

- Be attentive. Do not use lab 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.
- Do not use cell phones. Set them to vibrate or turn them off to avoid interrupting others.
- Avoid damaging equipment and furniture.
- Do not leave computers logged in and unattended. You are responsible for any actions taken in your user account.

When using online aspects of the course or sending e-mails:

- Send e-mail from your MIX account only.
- Use a descriptive subject line. Don't reply to a previous unrelated message.
- List your name and section.
- Write in clear, concise sentences so you can easily be understood.
- Be specific. If you're writing about Homework #3, specifically say "Homework #3" in your message.
- Do not type in ALL CAPS as this is interpreted as shouting.

Always:

- Avoid dominating the conversation if in a group setting.
- Refrain from inappropriate or derogatory language or gestures.
- Abstain from personal attacks.
- Keep your grades private. It is inappropriate to discuss them in a public forum.
- Act in a professional, courteous manner.

The above actions disturb other students and are disrespectful to course staff. Violations removal from the classroom, Open Lab, or course activities.

Please also be aware of and comply with the CS101 Academic Integrity Policy (/about/policies/syllabus/grades/academic-integrity/) and the WVU Campus Student Code (http://studentlife.wvu.edu/r/download/180235).

## Adverse Weather and Cancellations (/about/policies/syllabus/policies/adverse-weather-and-cancellations/)

On rare occasions, CS101 classes or Open Lab may be cancelled. If this occurs, notice will be provided via MIX e-mail, the CS101 website, and/or social media.

In the event of inclement or threatening weather, everyone should use their best judgment regarding travel to and from campus. Safety should be the main concern. If you cannot get to class or an exam because of adverse weather conditions, you should contact your instructor as soon as possible.

Similarly, if your instructor is unable to reach the class location, they will notify you of any cancellation or change as soon as possible using MIX e-mail and the CS101 website to prevent you from embarking on any unnecessary travel. CS101 will make accommodations as appropriate on days where class or exams are cancelled or there are inclement weather conditions.

## Time and Workload Expectation (/about/policies/syllabus/policies/time-and-workload-expectation/)

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. Consider scheduling time each week for CS101 to ensure you complete your assignments on-time.

## Privacy (/about/policies/syllabus/policies/privacy/)

Under the Family Educational Rights and Privacy Act of 1974 and WVU policy (http://ferpa.wvu.edu/policy), students have a right to the privacy of their academic information. A FERPA release (http://cs101.wvu.edu/media/22385/cs101-ferpa-release.pdf) must be on file with CS490 before we can release information on a student's performance to third parties. Granting access to the Parent/Guest Portal (http://parent-guest.portal.wvu.edu/) or signing a general waiver is not sufficient to allow the release of CS490 information.

Please be aware that usage of CS101/CS490 computers, the course website, and other course systems may be monitored.

CS490 uses resources provided by third parties. Their privacy policies are available below:

- Google (https://privacy.google.com/)
- Microsoft (https://www.microsoft.com/en-us/privacystatement/)
- Pearson Education (https://register.pearsoncmg.com/w3c/privacy.htm)
- WVU Libraries (https://lib.wvu.edu/about/policies/electronic/)
- YouTube (https://www.youtube.com/static?&template=privacy_guidelines)

## Inclusivity (/about/policies/syllabus/policies/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.

# Student Resources (/about/policies/syllabus/student-resources/)

## Open Lab (/about/policies/syllabus/student-resources/open-lab/)

If you need assistance or a place to work, you may visit Open Lab in Armstrong Hall. A schedule of hours is available (/help/open-lab/).

Open Lab staff will help answer your questions. They will not do your work for you. You must 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 Bonus Projects.

Open Lab gets very busy near assignment due dates. Please come early in the week if you require assistance. Otherwise, you may have to wait for help.

## Student Services (/about/policies/syllabus/student-resources/student-services/)

Commonly used WVU student services include:

- WVU Student Support Services (http://sss.wvu.edu/)
- WVU Libraries (https://lib.wvu.edu/)
- WVU Academic Catalog (http://catalog.wvu.edu/)
- WVU Educational Software Licensing (http://it.wvu.edu/services/software)
- WVU Computer Security (http://it.wvu.edu/security)
- WVU Accessibility Services (http://accessibilityservices.wvu.edu/)
- WVU Portal (https://portal.wvu.edu/)
- WVU Students Gateway (http://students.wvu.edu/)

## Technical Support (/about/policies/syllabus/student-resources/technical-support/)

Please see our Technical Support page (/help/support/) information on available assistance.

## Accessibility (/about/policies/syllabus/student-resources/accessibility/)

### Accessibility Accommodations (/about/policies/syllabus/student-resources/accessibility/accessibility-accommodations/)

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 (http://accessibilityservices.wvu.edu/) at (304) 293-6700. For more information on West Virginia University's Diversity, Equity, and Inclusion initiatives, please see the Division of Diversity, Equity, and Inclusion website (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 to receive them. Any exams that are administered in Open Lab due to accessibility accommodations must be taken during the same calendar week (Monday-Friday) as the regular exam date.

### Technology Accessibility (/about/policies/syllabus/student-resources/accessibility/technology-accessibility/)

The CS101 website and course-developed materials are design to comply with the WVU Accessibility for Online Course Content guidelines (http://online.wvu.edu/QualityMatters/docs/QMAccessibility.pdf) and WebAIM (http://webaim.org/)'s web content accessibility guidelines.

CS101 uses third-party tools. Their accessibility statements are available below:

- Google (https://www.google.com/accessibility/)
- Microsoft Office 2013 (https://www.microsoft.com/enable/products/office2013/)
- MyITLab (http://www.pearsonmylabandmastering.com/northamerica/myitlab/accessibility/)
- YouTube (https://support.google.com/youtube/answer/189278?hl=en)

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