Course Syllabus

COURSE SECTION INFORMATION

Instructor: Scott Warden

Sections: CS101-7D1 – Distance Learning

Website: http://cs101.wvu.edu
http://cs101.wvu.edu/warden/

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 and be sure to clearly identify yourself.

Phone: N/A

Office: N/A

COURSE COORDINATOR CONTACT INFORMATION

If you are unable to receive assistance from your instructor or are unsatisfied with his or her response, you may wish to consider contacting the CS101 Coordinator.

Coordinator: Brian Powell

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

Phone: (304) 293-3285 extension 2240

Office: 205 Armstrong Hall (Morgantown, Downtown Campus)

Schedule: Please e-mail to arrange an appointment.

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.

Description: This course focuses on the use of computers along with basic mathematical skills to critically think and solve problems in disciplines such as biology, physics, medicine, business, finance, social science, behavioral science, and engineering. Computers are commonly used for word processing, email, web browsing, information retrieval, and data processing. However, the ability to perform computations, analyze data, solve problems and explore solutions is becoming indispensable for any field of study. Examples in the course will be based on contemporary issues as seen from both a humanistic and scientific perspective.

The course introduces students to using computers as a tool for analyzing data, solving equations, performing simple statistical analysis and computations, and displaying the results graphically. Students will be introduced to spreadsheets to perform these basic functions and will also be able to predict future trend based on historical data. Students will learn to store data collected or data generated from experiments in a database. Depending on the problem to be solved, simple

queries would be performed to retrieve selected data for analysis.

The results of analysis, recommendations and solutions to problems must be well organized and communicated effectively in writing and through formal presentation. Students learn to prepare a document consisting of formatted text, equations, tables, graphs, and drawing. They will also use computer tools to prepare effective presentation of their ideas and findings.

Some previous familiarity with the Microsoft Windows operating system and computers in general is very helpful for this course.

GEC/LSP: This course meets GEC Objectives 2c and 4 and LSP Clusters B and C.

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

- Use computer tools to create scientific documents using equation editor, represent experimental data in tables, draw figures, and integrate charts and graphs.
- 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.
- Develop technical and scientific presentations, and embed charts, graphs, and equations using presentation tools.
- Create a database to store scientific or real-world data, construct queries to extract specific information from a database, and perform data analysis.

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COURSE TEXTBOOKS AND REQUIRED MATERIALS

Textbook and Software:
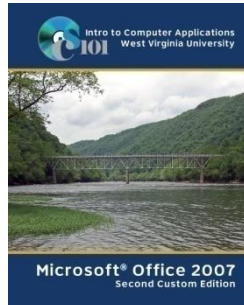
***Microsoft Office 2007 for WVU CS101, 2nd Edition
Custom Bundle with Office 2007 Trial and MyITLab
Bundle ISBN 978-0-558-10996-7***
Published by Prentice Hall/Pearson Custom

Acceptable Book Editions:
Second Custom Edition (ISBN 978-0-536-11950-6)
First Custom Edition (ISBN 978-0-536-42160-9)

Acceptable MyITLab Edition:
MyITLab for *Exploring Office 2007*
        (ISBN 978-0-13-513277-7)

MyITLab Details: MyITLab must be purchased new.
Students who have taken CS101 since Fall 2007 can
obtain a new key from their instructor if necessary.

Students who otherwise have a textbook and wish to just
purchase MyITLab can do so through the publisher's
website.

Supplemental Content:
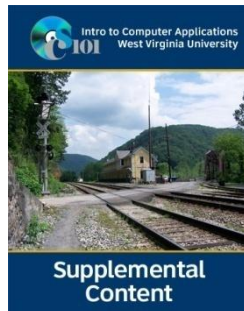
CS101 Supplemental Content

This document is available for download from
http://cs101.wvu.edu/supplementalcontent/. Its content
may be updated throughout the semester.

Other Items:

- USB keychain memory drive (e.g., JumpDrive®) **required**
- Microsoft Office 2007 Professional Edition (for Windows)
  - ❖ A 180-day trial version is included with the textbook bundle. This is a
    one-time use trial – if you've installed the trial version and it has expired,
    you will need to purchase the full version if you wish to use Office 2007 on
    your computer. Discounted versions can be purchased through
    JourneyEd.com.
  - ❖ This version includes Microsoft Word, Excel, Access, and PowerPoint.
  - ❖ Older versions of Office do not provide all of features used in CS101.
  - ❖ If you cannot install Office 2007 on your own computer, it is installed on
    computers in the OIT Campus Computer Labs and in CS101 Open Lab.
- ZIP file archive utility, included in Windows XP/Vista or available for download
  in programs such as 7-Zip and WinZip.
- You will need reliable Internet access, preferably cable or DSL. If you do not
  have reliable access, you should use a public computer lab on campus.
- Not having the above items does not excuse you from completing
  assignments.

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COURSE POLICIES

Grading: Course grades are derived from the following assignments:

Assignment	Number	Points Each	Total Points
Homework Assignments	6	60	360
MyITLab Questions (grouped into 6 Lessons)	125	2.32	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 extra credit:

Opportunity	Total Points
Online Bonus (Extended Learning sections)	up to 50
MyITLab Additional Questions	up to 10
Possible Bonus Points	**up to 60**

The following scale will be used in awarding letter grades:

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 for potential errors as soon as they are posted. If you disagree with a grade or believe it is inaccurate, you may contest your grade within seven calendar days from when the grade was released. We will not accept requests to review grades after this time has elapsed.

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

Exams for CS101-1, CS101-14, and CS101-7D1 (Extended Learning) are administered during the week before Finals Week.

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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. The staff of CS101 strongly agrees with this view and strongly enforces all academic integrity-related policies.

There is a range of penalties possible for academic integrity violations, but under normal circumstances the penalties are below. The penalties can be more severe, up to and including an unforgivable F for the course.

Occurrence	Standard Penalties
First Occurrence	Loss of credit for the item involved, plus an additional 40-point penalty.
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.

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

- Collaborating or working with another person on any assignment. **You must do your own work on all assignments.** All your work must be created entirely by you, having worked independently.
- Fraudulent or inappropriate use of the CS101 Attendance System.
- Submitting the work of someone else, even unintentionally. You must create a blank new file of your own for each submission unless otherwise instructed – do not reuse even an empty file.
- Allowing, either intentionally or unintentionally, someone else access to your file. If another person submits your work, no matter the circumstances, you will be penalized. It is your responsibility to protect and control access to your files at all times.
- Impersonating another individual or allowing someone to impersonate you. Violations of this rule will result in an automatic F or unforgivable F for the course.
- Submitting work created in another semester or for another course.
- Submitting assignments other than what was assigned for your section.
- Plagiarism.
- Using disallowed materials (textbook, Internet, or any other resources) on exams unless otherwise explicitly permitted.
- Unauthorized use or possession of an exam or homework project. Violations of this rule will result in an automatic F or unforgivable F for the course.
- Failure to participate in or successfully complete an Academic Integrity Policy Compliance Audit.

Additional information on WVU's academic integrity policy is available at http://www.arc.wvu.edu/admissions/integrity.html. 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 and sign the Academic Integrity Policy Acknowledgement Form to participate in this class. Credit will not be granted for work due prior to when this form is completed. This may result in an F grade for the course. **For the distance section, this means replying to the email sent by your instructor in the beginning of the semester.**

Academic Integrity Compliance Audit: At any time, the CS101 staff may choose to audit a student's compliance with this 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.

Web/E-mail: The CS101 websites listed at the beginning of this document and your MIX e-mail account are important means through which we disseminate information. **It is your responsibility to be familiar with any information provided through these means. You will not receive any accommodations because you neglected to check the websites or your e-mail in a timely (at least daily) manner.**

MasterID Account: Your MasterID account will be used to access a variety of functions on the CS101 website throughout the semester, including viewing and submitting attendance and grade records.

You must activate your MasterID account at http://masterid.wvu.edu if you have not done so already. A video demonstration and additional information on MasterID is available at http://cs101.wvu.edu/masterid. MasterID is administered by the Office of Information Technology. Issues can be addressed with them by calling the OIT Help Desk at (304) 293-4444.

It is your responsibility to make sure that your MasterID account is functioning correctly. This may require you to contact OIT Help Desk. Failure to have a working MasterID account may prevent you from submitting attendance or assignments and can negatively impact your CS101 grade.

If your MasterID username is different than your MIX username, such as if you are a University employee, please notify your instructor so this can be corrected in our records.

Homework: Homework assignments are an important tool in helping students to learn the material covered in the course and in allowing the instructors to assess a student's performance.

Homework assignments are to be submitted through the submission tool on the CS101 website by 11:59pm on the date they are due. If multiple submissions are received, we will grade the most recent one. Submissions must be in the correct, expected Office 2007-version file format for the application used. Assignments with invalid files, blank files or incorrect file formats will receive no credit. Further, if a multi-part project is missing portions of the project, we reserve the right to refuse successive portions of the project that relied upon the missing work. It is your responsibility to retain copies of all your submitted files.

Homework assignments not submitted by the due date, for whatever the reason, are considered late and are subject to a 20% penalty per calendar day. The actual point value of the penalty is calculated against your final score on the project. At the end of the semester, there may be some assignments that will not be accepted late at all. If you do submit an assignment late, you must e-mail your instructor to notify them of your submission.

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MyITLab Lessons and Questions: To help you learn the material covered in CS101, there are six Lessons assignment in the MyITLab computer-based training software over the course of the semester. Each Lesson contains questions from several textbook chapters; on average, there are about 25 questions per Lesson. Some of the MyITLab Lessons are due before the content they cover is taught in class to help us use the in-class time more efficiently.

You can attempt each chapter's material in MyITLab an unlimited number of times. You may save a MyITLab attempt and return to it later, but you must complete an attempt by submitting it before it can be graded. Your grade for each chapter will be determined by your highest-scoring attempt for that chapter. We then take the highest-scoring attempt from each chapter completed to determine your final MyITLab grade.

Scoring for MyITLab Questions is as follows:

Correct Questions	Quantity	Points Each	Points Possible
First 125 Questions	up to 125	2.32	up to 290 points
Next 10 Questions	up to 10	1 bonus	up to 10 bonus points
Additional Questions		no points	no additional points
Total Points Possible			**up to 290 regular points plus 10 bonus points**

MyITLab Question scores are automatically recorded by MyITLab. You must complete the questions by 11:59pm on the day they are due. Questions completed late are subject to a 50% penalty and will be accepted until a specified cut-off date near the end of the semester.

MyITLab Lessons begin to be due very early in the semester. You must complete registration in a timely manner or you will risk completing your assignments late. We will not grant any extensions because of a failure to register for MyITLab on time. Also, failure to properly complete MyITLab registration may jeopardize your ability to receive credit for your work.

MyITLab Lessons are considered open book and open resources (Supplemental Content, notes, Internet, Help system, etc.). You must, however, complete the Lessons on your own in accordance with the Academic Integrity Policy. Please be aware that Open Lab staff will not provide assistance in completing MyITLab Lessons.

If you encounter technical difficulties in completing the MyITLab Lessons, you must notify your instructor via e-mail immediately. Failure to do so may jeopardize your ability to receive credit for the assignments. It is your responsibility to complete the assignment on time, no matter what problems you may encounter. It is also your responsibility to review the MyITLab gradebook and reporting tools to ensure that your score has been properly recorded.

Exams: All exams in this course are closed book, closed notes, and closed Internet. No outside resources or individuals may help you with the exam. You may, however, use the built-in Microsoft Office Help system.

You must bring your WVU ID to all exams. Failure to produce a valid WVU ID or driver license will result in forfeiture of your attempt to take the exam. No makeup

exam will be granted in this circumstance and you will not receive any credit for the exam.

Each exam must be completed in one contiguous sitting. For Exams #1 and #2, you will have 60 minutes to complete the exam plus an additional period of up to 10 minutes to review the instructions before starting. For the Final Exam, you will have 120 minutes to complete the exam plus an additional period of up to 10 minutes to review the instructions before starting. If you arrive late to the exam or leave early for any reason, you forfeit any time you miss.

If you are unable to attend an exam because of a scheduled event or Day of Special Concern, you must provide your instructor with notice at least one week in advance. If the event is WVU-sponsored, you must provide a written or e-mail note from the associated WVU coach or faculty member. For any other event or reason, your instructor will determine what documentation (if any) is required and will authorize a makeup exam at their discretion.

If you miss an exam because of a personal, family or medical emergency, you must notify your instructor no later than 12:00pm (noon) on the second calendar day after the exam. If you fail to notify your instructor within the time period, you will lose credit for the exam in question. Your instructor will determine what documentation (if any) is required or will authorize a makeup exam at their discretion.

All makeup exams must be completed within four weekdays after the original scheduled exam date. Exams not completed in this period will be ineligible for credit. You must make arrangements with your instructor to take the makeup exam.

There will be no makeup exams given for the Final Exam. You must take the exam at the designated time to receive credit.

Students enrolled in CS101 as an Extended Learning course must complete their exams in CS101 Open Lab if they are also enrolled in other on-campus courses. Other Extended Learning students can either take their exams in CS101 Open Lab or in a proctored test environment (generally a library, school, college or community center) after having made acceptable arrangements with their instructor. All students enrolled in on-campus must take their exams during the regular scheduled time.

Attendance: Since we are an online course, we do not use the attendance system. Your 40-bonus points will come from questions via email and overall participation in the course (described more below).

Extended Learning Bonus: In lieu of the on-campus attendance bonus, students in Extended Learning sections of CS101 will be provided with opportunities throughout the semester to earn up to 30 points of bonus credit. All standard policies regarding academic integrity apply to the bonus credit.

The CS101 staff reserves the right to modify or terminate the Extended Learning bonus at any time and for any reason. We also reserve the right to refuse to award the Extended Learning bonus to any student for any reason we deem appropriate. Students enrolled in Extended Learning sections are ineligible for the attendance bonus.

Open Lab: An Open Lab, staffed with CS101 instructors and proctors, will be provided on a weekly basis. The Open Lab will be held in 219 Armstrong Hall with a schedule available at http://cs101.wvu.edu/openlab/.

Open Lab is for you to obtain assistance in completing your homework or in learning the material, not for the staff to do your work for you. It is not a replacement for regular class attendance. You must study the course textbook and other content and have attempted the assignment before the Open Lab staff can help you. You must bring your textbook to Open Lab – if you do not have it, we cannot assist you.

Failure to follow these guidelines or to otherwise behave in an appropriate manner will result in your removal from Open Lab or in the refusal of assistance. Open Lab staff may also refuse assistance if you have not attended class regularly.

Historically, Open Lab has been less busy during the beginning of the week. We have a limited number of staff members and computers, so please understand that if you wait until shortly before an assignment is due you will have to wait longer for assistance.

Enrollment: According to WVU policy, you must be properly enrolled and current on all tuition and fees to participate in class. If you are removed from the course for these reasons, it is your responsibility to resolve the problem with Admissions & Records. We cannot provide you with any extensions or makeups for your work because of problems caused by your enrollment status.

Open Lab Conduct:
- Do not converse with others or be disruptive.
- Do not eat, drink, use chewing tobacco or read newspapers while in the CS101 facilities.
- 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, and other staff are to be treated in a professional, courteous manner.

The above actions disturb other students and it is important to respect their right to a good learning environment. Violations may, at the instructor's discretion, result in a grade penalty of 10 points per occurrence. Violators may also be banned from Open Lab.

Time and Workload Expectation: CS101 is a 4-credit hour course. Only two of these hours are spent in lecture, so 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 course.

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.

Privacy Rights: Under the Family Educational Rights and Privacy Act of 1974, students have a right to the privacy of their educational information including grades. We must receive permission from the student granting us the ability to release their grades before we can share their information with others. The release must explicitly list the names of the individuals who can have access to the student's information. (Additionally, we will also accept FERPA waivers on file with the Office of Admissions and Records.)

Please be aware that we use classroom management software to help facilitate

better teaching and student performance. Through this software, your usage 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 Disability Services at (304) 293-6700. CS101 staff cannot provide any disability-related accommodation without written authorization from Disability Services.

If you are authorized for and wish to receive extended time for an exam, we must receive notice of your authorization and request at least one week prior to the exam. It is your responsibility to arrange the accommodations with your instructor.

Social Justice: West Virginia University is committed to social justice. The CS101 staff concurs with that commitment and expects to foster a nurturing learning environment based upon open communication, mutual respect, and non-discrimination. Our University does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color or national origin. Any suggestions as to how to further such a positive and open environment in this class will be appreciated and given serious consideration.