

# CS 100 – Introduction to Computing through Applications

## Spring 2020 Course Outline

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Last revised: May 11, 2020

Course website: [www.student.cs.uwaterloo.ca/~cs100/](http://www.student.cs.uwaterloo.ca/~cs100/)

Course email: [cs100@uwaterloo.ca](mailto:cs100@uwaterloo.ca)

Course newsgroup/message board: [learn.uwaterloo.ca](http://learn.uwaterloo.ca)

Please note that any term-specific content of this document is decided tentatively at the beginning of the term and is subject to change. See the course website for current, up-to-date information

### CS100 – Description

Using personal computers as effective problem-solving tools for the present and the future. Effective use of spreadsheets to process, manipulate, and visualize numeric and textual information. Introduction to the Internet, World Wide Web, HTML, and CSS. Algorithms underlying the functional components of web search engines and their influence on data access.

### CS100 – Course Objectives

- Develop effective problem-solving capability.
- Learn to use spreadsheets to manipulate information and to lay them out effectively.
- Learn to create HTML pages and organize small web sites.
- Learn to use web search engines effectively and understand how they work.
- Understand the influence of web search engines on data availability.
- Become exposed to some core concepts in computer science.

# Spring 2020 Schedule and Contact Information

## Lecture Schedule

No Lectures

## Lab Schedule

No scheduled Labs

## Course Staff Contact Information

Dave Tompkins: Instructor

E-mail: [dtompkins@uwaterloo.ca](mailto:dtompkins@uwaterloo.ca)

Barbara Daly: Instructional Support Coordinator

Office: MC4007

Phone: x 36692

E-mail: [bmzister@uwaterloo.ca](mailto:bmzister@uwaterloo.ca)

## Lab Instructors

Angie Chen

Allyson Sherwood

E-mail: [cs100@uwaterloo.ca](mailto:cs100@uwaterloo.ca)

## Spring 2020 Weekly Calendar

Week	Date	Topic	Assignment	Start Date	Due Date	End Date
1	Monday, May 11	Introduction and Digital Information	A0 & A1	Monday, May 11	Tuesday, May 19	Friday, May 22
2	Monday, May 18	Computer Organization	A2	Tuesday, May 19	Monday, May 25	Friday, May 29
3	Monday, May 25	Network Organization	A3	Monday, May 25	Monday, June 1	Friday, June 5
4	Monday, June 1		Midterm 1	Monday, June 8	Tuesday, June 9	
5	Monday, June 8	Introduction to Excel	A4	Monday, June 8	Monday, June 15	Friday, June 19
6	Monday, June 15	Advanced Excel Functions	A5	Monday, June 15	Monday, June 22	Friday, June 26
7	Monday, June 22	Displaying and Optimizing Data in Excel	A6	Monday, June 22	Monday, June 29	Friday, July 3
8	Monday, June 29		Midterm 2	Monday, July 6	Tuesday, July 7	
9	Monday, July 6	HTML	A7	Monday, July 6	Monday, July 13	Friday, July 17
10	Monday, July 13	CSS	A8	Monday, July 13	Monday, July 20	Friday, July 24
11	Monday, July 20	Dynamic Web Pages	A9	Monday, July 20	Monday, July 27	Friday, July 31
12	Monday, July 27		Midterm 3	Tuesday, August 4	Wednesday, August 5	

## **Grade Calculation**

Assignments 55% (Assignments will be weighted equally)

Midterm 1: 15%

Midterm 2: 15%

Midterm 3: 15%

## **Viewing Current Marks**

Marks are viewable on D2L ([learn.uwaterloo.ca](https://learn.uwaterloo.ca)).

# Course Work Policies

## Assignment Submission

Assignments are uploaded through D2L ([learn.uwaterloo.ca](https://learn.uwaterloo.ca)).

## Missed or Late Work

Students become ill, or other extenuating circumstances, with appropriate documentation will not be penalized for missed assignments or midterms. Otherwise students will receive a 0.

There are 7 grace days for students to use throughout the term. They may use them for any one or combination of assignments. Once the 7 grace days have been used, the student receives -10% per day penalty. This is calculated on their final grade.

- *Late assignments cannot be handed in any later than the Friday morning at 9:00 am following a due date.*
- *Late days designated on Learn are not accurate, the correct late days will be posted in Gradebook weekly.*
- *Late days cannot be used for the midterms.*
- *If you have a conflict with any of the midterms, you must notify Barbara Daly ([Barbara.daly@uwaterloo.ca](mailto:Barbara.daly@uwaterloo.ca)) at least one week prior to the midterm.*

## Obtaining Marked Work

Feedback will be posted through [learn.uwaterloo.ca](https://learn.uwaterloo.ca).

## Remarking Policy

Students must document why they are requesting a remark and must do so no later than 2 weeks after the assignment has been handed back.

## Group Work

There is no group work.

## Use of the Newsgroup

The Discussion Board is used for the students' purposes to ask questions related to the course, assignments and concepts. The Announcements and important information we need to make students aware of are posted on [learn.uwaterloo.ca](https://learn.uwaterloo.ca) Announcements page.

Microsoft Teams will be used for regular office hours and student questions/appointments.

## Other Important Information

### Academic Integrity

In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. Check the Office of Academic Integrity's website, [www.uwaterloo.ca/academicintegrity](http://www.uwaterloo.ca/academicintegrity), for more information.

All members of the UW community are expected to hold to the highest standard of academic integrity in their studies, teaching, and research. This site explains why academic integrity is important and how students can avoid academic misconduct. It also identifies resources available on campus for students and faculty to help achieve academic integrity in — and out — of the classroom.

### Grievance

A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70, Student Petitions and Grievances, Section 4, <http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm>. When in doubt please be certain to contact the departments administrative assistant who will provide further assistance.

### Discipline

A student is expected to know what constitutes academic integrity, to avoid committing academic offenses, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offense, or who needs help in learning how to avoid offenses (e.g., plagiarism, cheating) or about rules for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean.

For information on categories of offenses and types of penalties, students should refer to Policy 71, Student Discipline, <http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm>. For typical penalties check Guidelines for the Assessment of Penalties, <http://www.adm.uwaterloo.ca/infosec/guidelines/penaltyguidelines.htm>.

### Avoiding Academic Offenses

Most students are unaware of the line between acceptable and unacceptable academic behaviour, especially when discussing assignments with classmates and using the work of other students. For information on commonly misunderstood academic offenses and how to avoid them, students should refer to the Faculty of Mathematics Cheating and Student Academic Discipline Policy, [http://www.math.uwaterloo.ca/navigation/Current/cheating\\_policy.shtml](http://www.math.uwaterloo.ca/navigation/Current/cheating_policy.shtml)

## Appeals

A decision made or penalty imposed under Policy 70, Student Petitions and Grievances (other than a petition) or Policy 71, Student Discipline may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72, Student Appeals, <http://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm>.

## Note for students with disabilities

The AccessAbility Services (AAS), located in Needles Hall, Room 1401, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the AAS at the beginning of each academic term.

See [url{http://www.studentservices.uwaterloo.ca/disabilities}](http://www.studentservices.uwaterloo.ca/disabilities) for more information.

## Intellectual Property.

Students should be aware that this course contains the intellectual property of their instructor, TA, and/or the University of Waterloo. Intellectual property includes items such as:

- Lecture content, spoken and written (and any audio/video recording thereof);
- Lecture handouts, presentations, and other materials prepared for the course (e.g., PowerPoint slides);
- Questions or solution sets from various types of assessments (e.g., assignments, quizzes, tests, final exams); and
- Work protected by copyright (e.g., any work authored by the instructor or TA or used by the instructor or TA with permission of the copyright owner).

Course materials and the intellectual property contained therein, are used to enhance a student's educational experience. However, sharing this intellectual property without the intellectual property owner's permission is a violation of intellectual property rights. For this reason, it is necessary to ask the instructor, TA and/or the University of Waterloo for permission before uploading and sharing the intellectual property of others online (e.g., to an online repository).

Permission from an instructor, TA or the University is also necessary before sharing the intellectual property of others from completed courses with students taking the same/similar courses in subsequent terms/years. In many cases, instructors might be happy to allow distribution of certain materials. However, doing so without expressed permission is considered a violation of intellectual property rights.

Please alert the instructor if you become aware of intellectual property belonging to others (past or present) circulating, either through the student body or online. The intellectual property rights owner deserves to know (and may have already given their consent).

## **Mental Health**

If you or anyone you know experiences any academic stress, difficult life events, or feelings like anxiety or depression, we strongly encourage you to seek support.

### **On-campus Resources**

- Campus Wellness <https://uwaterloo.ca/campus-wellness/>
- Counselling Services: [counselling.services@uwaterloo.ca](mailto:counselling.services@uwaterloo.ca) / 519-888-4567 ext 32655 / Needles Hall North 2nd floor, (NH 2401)
- MATES: one-to-one peer support program offered by Federation of Students (FEDS) and Counselling Services: [mates@uwaterloo.ca](mailto:mates@uwaterloo.ca)
- Health Services service: located across the creek from Student Life Centre, 519-888-4096.

### **Off-campus Resources**

- Good2Talk (24/7): Free confidential help line for post-secondary students. Phone: 1-866-925-5454
- Here 24/7: Mental Health and Crisis Service Team. Phone: 1-844-437-3247
- OK2BME: set of support services for lesbian, gay, bisexual, transgender or questioning teens in Waterloo. Phone: 519-884-0000 extension 213

## **Diversity**

It is our intent that students from all diverse backgrounds and perspectives be well served by this course, and that students' learning needs be addressed both in and out of class. We recognize the immense value of the diversity in identities, perspectives, and contributions that students bring, and the benefit it has on our educational environment. Your suggestions are encouraged and appreciated. Please let us know ways to improve the effectiveness of the course for you personally or for other students or student groups. In particular:

- We will gladly honour your request to address you by an alternate/preferred name or gender pronoun. Please advise us of this preference early in the semester so we may make appropriate changes to our records.
- We will honour your religious holidays and celebrations. Please inform of us these at the start of the course.
- We will follow AccessAbility Services guidelines and protocols on how to best support students with different learning needs.