CS 100 – Introduction to Computing through Applications
Fall 2019 Course Outline

Last revised: August 14, 2019
Course website: www.student.cs.uwaterloo.ca/~cs100/
Course email: cs100@uwaterloo.ca
Course newsgroup/message board: 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.

Fall 2019 Schedule and Contact Information

Lecture Schedule
No Lectures

Lab Schedule
No scheduled Labs

Course Staff Contact Information

Rina Wehbe: Instructor
E-mail: rrwebhe@uwaterloo.ca

Barbara Daly: Instructional Support Coordinator
Office: MC4007
Phone: x 36692
E-mail: bmzister@uwaterloo.ca

Lab Instructors
Yen Yu Chen
Michael Matesic
Alicia Wong

Office: MC4039
Phone: ext. 30276
E-mail: cs100@uwaterloo.ca

Fall 2019 Weekly Calendar

Week	Modules	Assignment	Due Date	Weight
1	Module 00: Syllabus	Assignment 0	Monday, September 16	1% bonus
1	Module 01: Computer Organization	Assignment 1	Monday, September 16	
2	Module 02: Network Organization	Assignment 2	Monday, September 23	
3	Module 03: Digital Formation	Assignment 3	Monday, September 30	
4	Module 04: Spreadsheets I (Introduction)	Assignment 4	Monday, October 7	
5	Module 05: Spreadsheets II (Advanced Excel Functions)	Assignment 5	Monday, October 21	
6	Module 06: Spreadsheets III (Displaying and Optimizing Data in Excel)	Assignment 6	Monday, October 28	
7	Module 07: HTML	Assignment 7	Monday, November 4	
8	Module 08: Cascading Style Sheets	Assignment 8	Monday, November 11	
9	Module 09: Dynamic Web Pages	Assignment 9	Monday, November 18	
10	Module 10: Search Engines and Page Ranking	Assignment 10	Monday, November 25	
11	Module 11: Security and Privacy	Assignment 11	Tuesday December 4	
12	Module 12: Computer Science	N/A		

Grade Calculation

Assignments 50% (Assignments will be weighted equally)
Final Exam 50%

- You must pass the final examination with a minimum of 50% in order to pass the course. If you receive less than 50%, the mark on your final examination will count as your final grade.
- An online midterm may be given. The assignment and Final weightings will be adjusted appropriately.

Viewing Current Marks

Marks are viewable on D2L (learn.uwaterloo.ca).

Course Work Policies

Assignment Submission

Assignments are uploaded through D2L (learn.uwaterloo.ca).

Missed or Late Work

Students become ill, or other extenuating circumstances, with appropriate documentation will not be penalized for missed assignments. 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.*

Note: There will be no late days allowed for Assignment 11.

Obtaining Marked Work

Feedback will be posted through 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 Announcements page.

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, 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

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} 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 / 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
- 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.