CS 200 – Concepts for Advanced Computer Usage Spring 2023 Course Outline

Last revised: Thursday, May 4, 2023
Course website: student.cs.uwaterloo.ca/~cs200
Course email: cs200@uwaterloo.ca
Course newsgroup/message board: MS Teams

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.

CS200 – Description

Important concepts underlying major personal computer application categories; methodologies for learning and evaluating software; operating system and hardware design from the user's point of view, with implications for maintaining a personal computer. Students are encouraged to use their own personal computer for assignments.

CS200 – Course Objectives

To develop an understanding of important intellectual concepts underlying major personal computer application categories, and the application of those concepts to problem solving. To develop an understanding of personal computer software and hardware appropriate for students who own and maintain their own machines. To develop methodologies for efficiently learning to use personal computer applications.

CS 200 is intended for non-math majors with significant prior exposure to personal computers (equivalent to that obtained in CS 100) who wish to deepen their understanding of personal computers and how to use them effectively and efficiently.

Required Text/Readings

Mac is Not a Typewriter, Robin Williams, required

Non-Designers Design Book, Robin Williams, required

Excerpts from Learning Web Design, Jennifer Niederst, recommended

Spring 2023 Schedule and Contact Information

Course Staff Contact Information

Barbara Daly
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Spring 2023 Weekly Calendar

System Management supplementary lectures and Social Media discussions will also occur during lecture periods and will be testable material.

Week	Date (Date Released)	Topic	Assignment	Due Date 5:00 PM EDT
1	Monday, May 8	Introduction Word Processing Social Media	A0, A1	Friday, May 12
2	Monday, May 15 (Wednesday, May 10)	Styles Backups	A2	Friday, May 19
3	Tuesday, May 23 (Wednesday, May 17)	Pixel Graphics	A3	Friday, May 26
4	Monday, May 29 (Wednesday, May 24)	Geometric Graphics	A4	Friday, Jun 2
5	Monday, Jun 5 (Wednesday, May 31)	HTML	A5	Friday, Jun 9
6	Monday, Jun 12 (Wednesday, Jun 7)	Excel Macros Midterm Review	A6	Friday, Jun 16
7	Monday, Jun 19	Midterm		
8	Monday, Jun 26 (Wednesday, Jun 21)	Database Intro	A7, Project Partner & Topic	Friday, Jun 30
9	Monday, Jul 3 (Wednesday, Jun 28)	SQL	A8	Friday, Jul 7
10	Monday, Jul 10 (Wednesday, Jul 5)	Advanced Databases	A9, Table Creation	Friday, Jul 14
11	Monday, Jul 17 (Wednesday, June 12)	Database Scripting	A10	Friday, Jul 21
12	Monday, Jul 24	Final Review		
13	Monday, Jul 31	Final Exam	Final Project	⬧Tuesday, Aug 1

⬧ The Final Project will be due at 11:59 PM on August 1.

Grade Calculation

Participation   10%
(5% online, 5% in class)
Assignments   40%
Final Project   10%
Midterm   15%
Final   25%
Must pass the combined test average to pass the course.

Viewing Current Marks

Marks for the current can be viewed at learn.uwaterloo.ca.

Course Work Policies

Participation

Participation will be a blend of online (discussions on Teams) and in class activities.

Assignment Submission

Assignments are submitted to LEARN. They are due Fridays at 5:00 PM EDT. Exceptions are noted above.

Examinations

Will be completed during class times. Students must pass the combined Midterm and Final to pass the course.

Missed or Late Work

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

There are 5 grace days for students to use throughout the term. They may use them for any one or combination of assignments. Once the 5 grace days have been used, the student receives -10% per day penalty. This is calculated on their final grade. Assignments may not be handed in later than Sunday evenings at 11:59 PM EDT.

Self Declared Absence

If you choose to use the 2 day self declared absence, there is no need to email course staff. We receive notification and make note in our master database of your absence. You will be excused from the missed assignment and the weight will be shifted. There are no extensions past the grace days and grace days may be waived.

Obtaining Marked Work

Rubrics will be emailed to students after marking is completed.

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. A link to a Survey in LEARN will be provided for each assignment.

Group Work

Most assignments have one question that students may do with a partner. These are specified very clearly.

Use of the Newgroup

MS Teams 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 UW LEARN page.

We will use Microsoft Teams for discussions, office hours and course questions.

Participation

There will be two parts to participation.

1) Participation is made up of weekly discussion questions on MS Teams. Three questions will be asked each week on Teams. Students will get full credit for answering at least one question of the Teams questions each week.

2) In class questions provided weekly during class for students to review the material for that given week.

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.html. 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 offences, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (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 offences 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.html.

Avoiding Academic Offences

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 offences 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.html

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.html.

Note for students with disabilities: 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.