DAY 1:
FALL 2015
COURSE INTRODUCTION
Mohammad J. Ahmad
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August 18, 2015
WELCOME TO CS101!
ARE YOU SURE YOU’RE IN THE RIGHT ROOM?

• This is CS101 Section 61.
  – Tuesday/Thursday 4:00pm-4:50pm
  – 206 Armstrong Hall
  – Instructor: Mohammad J. Ahmad

• CS101 Section 63 also meets at this time.
  – 206 Armstrong Hall
  – Instructor: Ahmad

• Please make sure that you’re attending the correct section.
**YOUR INSTRUCTOR:**  
**FIRSTNAME LASTNAME**

<table>
<thead>
<tr>
<th>Contact Information</th>
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<tbody>
<tr>
<td><strong>Website:</strong></td>
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<td><strong>E-mail:</strong></td>
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<tr>
<td><strong>Office:</strong></td>
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<tr>
<td><strong>Phone:</strong></td>
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<td><strong>Office Hours:</strong></td>
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</table>
Proctors are student assistants who have previously taken CS101 and done well in the course.

The proctor is there to help answer your questions. Don’t be afraid to ask for help!
YOUR PROCTOR – SECTION 63: THOMAS CANNON

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<tr>
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<tbody>
<tr>
<td>E-mail:</td>
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<tr>
<td>Took CS101 in:</td>
</tr>
<tr>
<td>Major:</td>
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ABOUT THE COURSE

• CS101’s goal is to teach data management, data analysis, and critical thinking skills.
• You’ll use Microsoft Office to solve problems in a scientific or analysis-oriented context.
• You will also learn skills that will be useful in your future classes and career.
• CS101 is a 4-credit hour GEC course.
  – 2 hours in lecture
  – 2 hours from out-of-class work
COURSE SYLLABUS AND SCHEDULE

• Full course schedule is available at http://cs101.wvu.edu/schedule

• Syllabus is available at http://cs101.wvu.edu/syllabuspage

• Read and follow both. You’re responsible for knowing their contents.
WEBSITE AND E-MAIL

• CS101 website is at http://cs101.wvu.edu

• Website for your section is at http://cs101.wvu.edu/ahmad

• Important info will be made available on the website and through MIX e-mail.

• It’s your responsibility to check each daily.
CONNECT ON SOCIAL MEDIA

• Follow us on Twitter and Facebook to stay current with CS101 happenings.
• Get reminders of due dates, exams, tips and other information.

facebook.com/wvucs101
twitter.com/wvucs101
REQUIRED MATERIALS FOR SUCCESS
Exploring Microsoft Office 2013, Volumes 1 and 2

- Available in eBook and print forms.
- Good reference book.
- Ties in with MyITLab and Find-It Guides.
MYITLAB

• MyITLab is a computer-based simulation that resembles Microsoft Office.
• You need your own MyITLab license.
• MyITLab licenses are good for 1 year.
  – If you bought MyITLab since Spring 2015, you don’t need to purchase it again.
  – If you don’t have MyITLab or it’s more than 1 year old, you’ll need to purchase new license.
TEXTBOOK/MYITLAB BUNDLES

Electronic Bundle
Adequate for most students.
• eBook Access
• MyITLab

Available at:
• Pearson (Online)
• Barnes & Noble

Print Bundle
• Print Books
• eBook Access
• MyITLab

Available at:
• Barnes & Noble
• Book Exchange
• Bookholders
Supplemental Content for Microsoft Office 2013

- Covers additional material not in the main textbook.
- Free PDF at http://cs101.wvu.edu/resources/supplemental-content/.
MICROSOFT OFFICE

Acceptable Versions
• Office 2013 Pro/ProPlus or Office 365 Pro/Pro Plus/Home/Personal/University
  – Include Access, Excel, Word, and PowerPoint.
• Office for Mac is not OK.
  – Check out our Mac VM.

Free Office 365
• WVU students can get Office 365 Pro Plus for free!
• Get it at http://it.wvu.edu/services/office365/proplus
MAC OS VIRTUAL MACHINE

• By running a virtual machine, you can use Office for Windows on a Mac.
• CS101 has a free ready-to-use virtual machine at http://cs101.wvu.edu/macvm/.
• Bring your Mac to Open Lab this Friday and we’ll help you get the VM installed.
Don’t have your own computer?

Office 2013 is installed at:

- [CS101 Open Lab](#)
- [ITS Computer Labs](#)
- [WVU Libraries public computers](#)
STORING YOUR FILES

• Keep copies of all your files in a secure place where nobody else can access them.
  – If others use your files, you may be penalized.

• If you work in a lab or other computers:
  – **Recommended:** Get a USB Flash drive or use cloud storage (Google Drive, Dropbox, OneDrive)
  – **Don’t:** E-mail your files to yourself
GRADES AND ASSIGNMENTS
# Grades Overview

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Pts Each</th>
<th>Total Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeworks</td>
<td>6 at 50</td>
<td>300</td>
</tr>
<tr>
<td>Participation Projects</td>
<td>10 at 10 (complete 10 of 12)</td>
<td>100</td>
</tr>
<tr>
<td>Exams 1 &amp; 2</td>
<td>2 at 100</td>
<td>200</td>
</tr>
<tr>
<td>Final Exam</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>MyITLab Required</td>
<td>190 at 1.316 (first 190 answered)</td>
<td>250</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
<td></td>
</tr>
</tbody>
</table>
## BONUS POINT OPPORTUNITIES

<table>
<thead>
<tr>
<th>Opportunity</th>
<th>Pts Each</th>
<th>Total Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>MyITLab Grader Bonus Projects</td>
<td>2 at 25 (highest scoring 2 of 3 projects)</td>
<td>50</td>
</tr>
<tr>
<td>MyITLab Bonus</td>
<td>10 (for answering 191-200 questions)</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Bonus</strong></td>
<td></td>
<td><strong>60</strong></td>
</tr>
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</table>
## FINAL GRADES

<table>
<thead>
<tr>
<th>Grade Letter</th>
<th>Point Value</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>900 or more</td>
</tr>
<tr>
<td>B</td>
<td>800-899</td>
</tr>
<tr>
<td>C</td>
<td>700-799</td>
</tr>
<tr>
<td>D</td>
<td>600-699</td>
</tr>
<tr>
<td>F</td>
<td>599 or fewer</td>
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- Grades are not curved. What you earn is what you get.
- You can view your grades at [https://cs101.wvu.edu/tools/gradebook/](https://cs101.wvu.edu/tools/gradebook/)
HOMEWORK PROJECTS

• 6 Homework Projects
  – 3 Excel
  – 2 Access
  – 1 Problem Solving (Access, Excel, Word, PowerPoint)

• Assignments build your skills with using Office for data analysis.

• 20% of the grade for each project comes from short answer data analysis questions.

• Late penalty is 20% per calendar day.
EXAMS

• 2 regular exams plus Final Exam
  – Exam #1 is on Excel
  – Exam #2 is on Access
  – Final Exam is comprehensive

• Exams build on the homework. If you do well on homework, you’ll do fine on exams.

• There will be a review session for each exam. These are a great way to prepare.
MYITLAB LESSONS

• MyITLab simulates Microsoft Office.
  – Assesses your knowledge of Office
  – Assigns training on items you don’t know

• 5 MyITLab Lessons
  – Each has multiple chapters
  – Must complete posttest for each chapter to get credit

• Works in the browser. No plugins required.
MYITLAB REGISTRATION

• Registration instructions are at http://cs101.wvu.edu/resources/myitlab/registration/

• Read and follow the instructions!

• You must enter your Student ID in your MyITLab course to get credit for your work.

• If you need help, go to CS101 Open Lab.
• You must complete at least 190 questions during semester.
• You earn bonus points for completing 191-200 questions.
• There are about 215 questions in the system. You can skip a couple questions without losing points.
• Late work is worth 50% credit.
PARTICIPATION PROJECTS

• Hands-on projects completed during class while working in small groups.
• There will be 12 projects during the class. You need to complete at least 10 of them.
  – Projects won’t be announced in advance.
  – You won’t be able to make-up missed projects if you’re not in class.
MYITLAB GRADER BONUS PROJECTS

• Available through the MyITLab website, these are projects you can complete in Office to earn up to 50 bonus points.

• There will be 3 projects, each with their own due dates.
  – You’ll get credit for the 2 highest-scoring projects.
  – There’s no credit for late or missed projects.
ACADEMIC INTEGRITY

• Academic integrity is very important to us.
• It’s your responsibility to know our policy. Not reading the syllabus is not an excuse.
• We’re very good at catching cheaters. If you cheat, you will get caught and penalized.
• Penalties are severe and strictly enforced.
  – 1st Time: You lose 100 points, a full letter grade.
  – 2nd Time: You get an F for the course.
HOW TO AVOID VIOLATIONS

• Don’t work with other people. Homeworks are not group projects.

• Don’t give files to anyone else for any reason.

• Don’t leave your files on a public computer or anywhere else someone could take them.

• Don’t share or reuse files, even blank ones, because they may contain hidden details about the person who made the original file.
START WITH YOUR OWN BLANK FILE EVERY TIME

• Never give or take a file from anyone else.
• If you did not start your assignment with a blank, empty file that you yourself created, you have cheated.
• Do not share files with friends, even if the only thing in them is an import of the starter data for the assignment.
KEY POINTS

• If you cheat, you **will** get caught.
  – Every semester, 5% of students cheat.
  – Every semester, 5% of students get the penalties.
  – Every semester, about a dozen students try to cheat twice. They are failed, **period**.

• We have tools to find cheating, even if you use a file from a different section or semester.

• This class is not hard enough to bother with the risks of cheating. Learn the material, do the work, and you will be fine.
POLICY ACKNOWLEDGMENT FORM

• Before you can get credit for any of your work, you must sign the CS101 Policy Acknowledgement Form.

• By signing this form, you certify you understand and will follow CS101 policies.

• If you have questions, ask before signing.

• If you think something may be questionable, you probably shouldn’t do it.
GETTING ASSISTANCE
OPEN LAB

• Open Lab is a place for you to get help with homework assignments.
• Start early on your assignments. Open Lab gets very busy close to due dates.
OPEN LAB ONLINE

• On some evenings, we’ll be offering Open Lab-style help online via Skype.
• Schedule and info at http://cs101.wvu.edu/openlabonline/.
HOMEWORK HELP! VIDEOS

• Watch and follow along as CS101 instructors complete projects similar to your actual homework assignments.
• Videos and projects are posted on our website at http://cs101.wvu.edu/hwhelp/.
ONLINE RESOURCES

On the CS101 website, you can also find:

• **Find-It Guides** to locate how to do steps on your homework.

• **Study Guides** and **Review Projects** to prepare for exams.
ACCESSIBILITY ACCOMMODATIONS

• If you have a disability, you may be entitled to special accommodations.

• Accommodations are granted by the Office of Accessibility Services. We can’t grant accommodations without their authorization.

• We need to receive notice of authorized accommodations at least one week before we are to provide them (like for an exam).
GETTING STARTED THIS SEMESTER
IMPORTANT UPCOMING DATES

• Upcoming deadlines and due dates.
  – MyITLab Lesson A due August 31
  – Homework 1 due September 11
THINGS TO DO: ACTIVATE MYID

• WVU MyID is used for logging into CS101 computers and on our website.
• If you haven’t done so already, you need to activate your MyID.
• Instructions are at http://myid.wvu.edu.
• Call ITS Help Desk at (304) 293-4444 or go to Open Lab if you need help.
THINGS TO DO: REGISTER FOR MYITLAB

• Register for MyITLab once we announce it is ready for the new semester.
  – Don’t register until your instructor tells you.
  – You can’t buy MyITLab from Pearson until MyITLab is ready for registration.

• Follow the instructions at [http://cs101.wvu.edu/myitlab/](http://cs101.wvu.edu/myitlab/).
  – Carefully follow the directions so you register correctly!

• If you have questions, go to Open Lab.
NEXT CLASS…