

# DAY 1: FALL 2017 COURSE INTRODUCTION

Savan Suri

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**WELCOME TO CS101!**

**FALL 2017**

**SECTIONS 60 & 61**



**COURSE COMMUNICATIONS**

**REQUIRED MATERIALS**

**GRADES & ASSIGNMENTS**

**ACADEMIC INTEGRITY**

**GETTING ASSISTANCE**

**GETTING STARTED**

# ARE YOU IN THE RIGHT ROOM?

- Section 60.
  - Tuesday/Thursday 02:30pm-03:30pm
  - 219 Armstrong Hall
- Section 61.
  - Tuesday/Thursday 04:00pm-04:50pm
  - 206 Armstrong Hall
- Please make sure that you're attending the correct section.

# YOUR INSTRUCTOR: SAVAN SURI

## Contact Information

Website:	<a href="http://cs101.wvu.edu/suri/">http://cs101.wvu.edu/suri/</a>
E-mail:	<a href="mailto:savan.suri@mail.wvu.edu">savan.suri@mail.wvu.edu</a>
Office:	210M Armstrong Hall
Office Hours:	Wednesdays, 3:30pm – 5:30pm (219 ARM)

# 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/GEF course.
  - 2 hours in lecture
  - 2 hours from out-of-class work

# COURSE SYLLABUS AND SCHEDULE

- Your section's syllabus and schedule will be available at <http://cs101.wvu.edu/suri/>
- Read and follow both. You're responsible for knowing their contents.

# COURSE COMMUNICATIONS



# WEBSITE AND E-MAIL

- CS101 website is at <http://cs101.wvu.edu>
- Website for your section is at <http://cs101.wvu.edu/suri/>
- Important info will be made available on the website and through MIX e-mail.
- It's your responsibility to check each daily.

# E-MAILING YOUR INSTRUCTOR

If you e-mail your instructor, please:

- E-mail from your MIX account only.
- Use a descriptive subject line. Don't just reply to a previous unrelated message.
- List your name and section.
- Write in clear, concise sentences so you can easily be understood.
- Be specific. If you're writing about HW #3, specifically say "HW #3" in your message.

# 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**

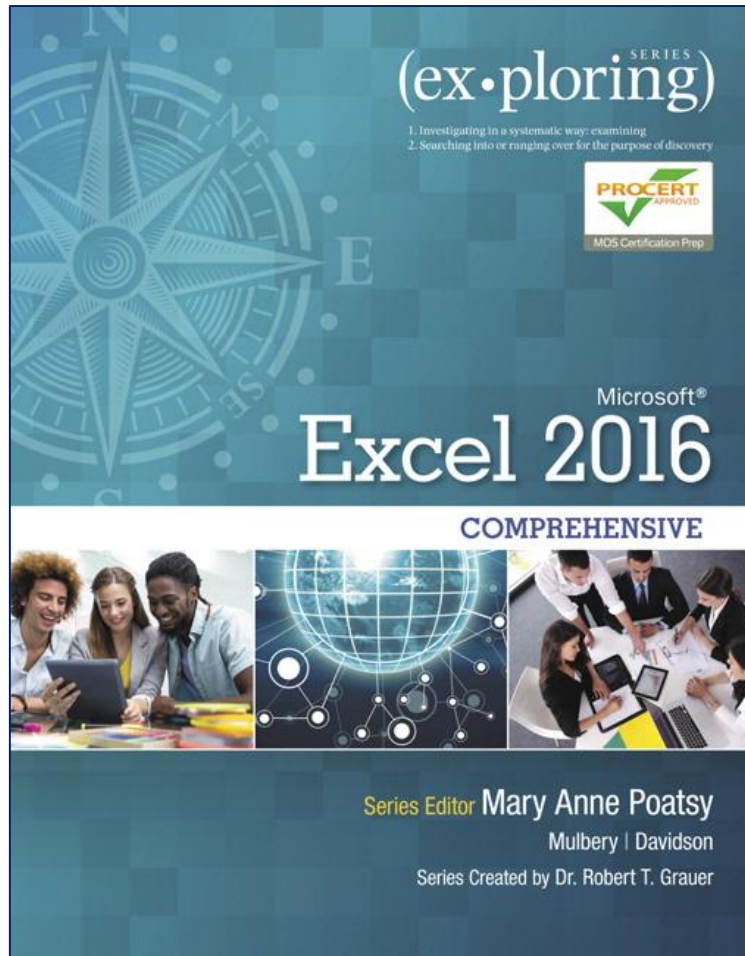
[facebook.com/wvucs101](https://facebook.com/wvucs101)

**twitter** 

[twitter.com/wvucs101](https://twitter.com/wvucs101)

# REQUIRED MATERIALS FOR SUCCESS

# TEXTBOOK



## *Exploring Microsoft Office 2016, Comprehensive Editions for Excel, Word, Access, and PowerPoint*

- Available in eText and print forms.
- Good reference book.
- Ties in with MyITLab.

- MyITLab is a computer-based simulation that resembles Microsoft Office.
- You need your own MyITLab license.
- MyITLab licenses are good for 1 year.
  - Licenses can't be shared.
  - If you first took CS101 in Spring 2017, see your instructor for a replacement access code.
  - **Special WVU version is needed. You can't buy it on Amazon.**
- 14-day free temporary access is available so you can get started if you're waiting to buy.

# TEXTBOOK/MYITLAB BUNDLES

## Electronic Bundle

**Buy this unless you want print book.**

- eBook Access
- MyITLab

### Available from:

- Pearson (Online)
- Barnes & Noble
- Book Exchange
- BookHolders

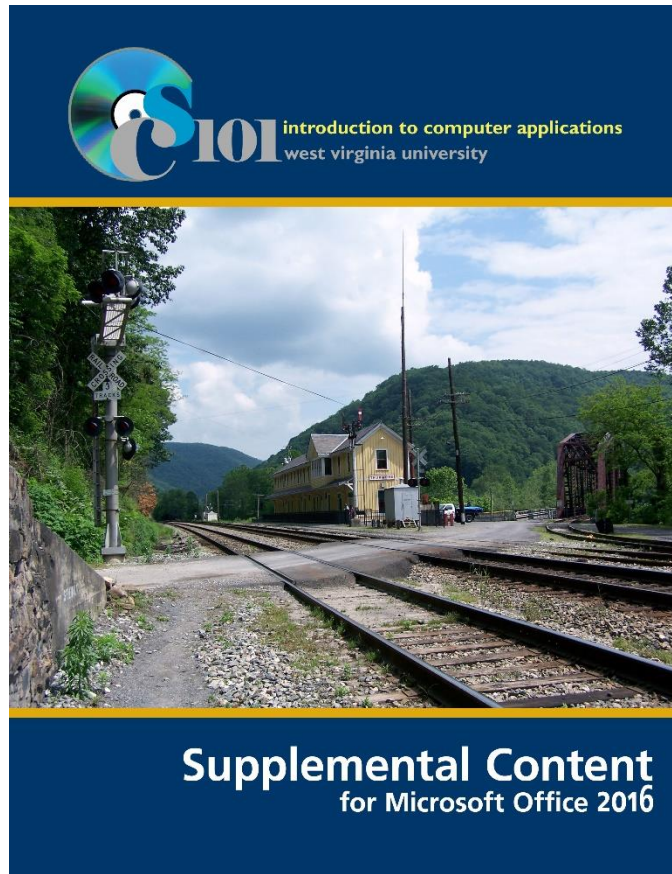
## Print Bundle

- Print Books
- eBook Access
- MyITLab

### Available from:

- Barnes & Noble
- Book Exchange
- BookHolders

# SUPPLEMENTAL CONTENT



## *Supplemental Content for Microsoft Office 2016*

- Covers additional material not in the main textbook.
- Free PDF at <http://cs101.wvu.edu/materials/supplemental-content/>.



# MICROSOFT OFFICE



## Acceptable Versions

- Office 2016/365 for Windows
  - Need Access, Excel, Word, and PowerPoint.
- **Office for Mac is not OK.**
  - Check out our [Mac VM](#).
- **Google Docs and OpenOffice aren't OK, either.**

## Free Office 365

- WVU students can get Office 365 Pro Plus for free!
- Get it at <http://it.wvu.edu/services/office365/proplus>

# MAC SUPPORT

- Office for Mac doesn't have all the features needed for CS101 assignments.
  - You can do HWs #1 - #3, MyITLab Lessons, and MyITLab Bonus Projects on a Mac.
  - Other assignments require Windows version of Office.
- 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 during the first two Wednesdays of the semester and we'll get you started.

# PUBLIC COMPUTER LABS

Don't have your own computer?

Microsoft Office is installed at:

- [CS101 Open Lab](#)
- [ITS Computer Labs](#) in Towers
- [WVU Libraries public computers](#)

# SAVING YOUR FILES

- Keep copies of all your Homeworks and MyITLab Bonus Projects.
- Be sure to exit Microsoft Office before submitting or copying your files.
- 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

# PROTECT YOUR WORK

- It's your responsibility to ensure nobody else can use your files.
- **If another student uses your file, you will be penalized!**
- Protect yourself!
  - **Don't let others use your computer.**
  - Don't share your files for any reason.
  - Don't leave your files on public computers.

# GRADES AND ASSIGNMENTS

# GRADES OVERVIEW

Assignment	Pts Each	Total Pts
Homeworks	6 at 50 each	300
Participation Projects	16 at 10 each (complete 16 of 19+)	160
Exams 1 & 2	2 at 100 each	200
Final Exam	150	150
MyITLab Lessons Questions	190 at 1 each (complete 190 of ~206)	190
<b>Total</b>		<b>1,000</b>

# BONUS POINT OPPORTUNITIES

Opportunity	Pts Each	Total Pts
MyITLab Bonus Projects	3 at 20 each	60
<b>Total Bonus</b>		<b>60</b>



# FINAL GRADES

Grade Letter	Point Value
A	900 or more
B	800-899
C	700-799
D	600-699
F	599 or fewer

- Grades are not curved. What you earn is what you get.
- You can view your grades at <https://cs101.wvu.edu/tools/gradebook/>

# GRADES & SUBMISSIONS

- It's your responsibility to make sure you submit your work on-time. Late penalties will be applied for late work.
- Once grades for an assignment are posted, you have 7 days to contact your instructor if you believe they are incorrect. After that, they are final.

# HOMWORKS

- 6 Homeworks
  - 3 Excel
  - 2 Access
  - 1 Problem Solving (Access, Excel, Word, PowerPoint)
- Homeworks 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 Homeworks. If you do well on Homeworks, 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.
  - Provides training on how to complete tasks.
  - Assesses your ability to complete same tasks.
- 7 MyITLab Lessons
  - Each Lesson contains multiple modules.
  - You'll learn things in MyITLab before we get to them in class. This helps make better use of time.

# MYITLAB REGISTRATION



- Registration instructions are at <http://cs101.wvu.edu/registermyitlab>
- 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](#).

# MYITLAB GRADING MyITLab<sup>®</sup>

- There are about 206 questions in MyITLab. You must complete 190 of them.
- We assign more questions than you need to complete so there are spares. **If you run into problems, you can move on to the next question.**
- Late work is worth 50% credit through the last day of class.

# PARTICIPATION PROJECTS

- Hands-on projects completed during class working individually or in small groups.
- There will be at least 19 projects during the semester. You need to complete 16.
  - Projects won't be announced in advance.
  - You can't make-up missed projects.



# MYITLAB BONUS PROJECTS

- Available through the MyITLab website, these are projects you can complete in Office to earn up to 60 bonus points.
- There are 3 projects.
  - Microsoft Excel
  - Microsoft Word
  - Microsoft PowerPoint
- Automatically graded by MyITLab.
- You have 2 attempts per project.

# ACADEMIC INTEGRITY

# 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.
- If you cheat, you will get caught.
- 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, even if you had no warning of the first violation.

# HOW TO AVOID VIOLATIONS

- Don't work with other people. Homeworks are not group projects.
- Never give files to anyone for any reason.
- Don't leave your files on a public computer or anywhere else someone could take them.
- **Don't let others use your computer.**
- 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 NEW FILE EVERY TIME

- **Never give or take a file from anyone else.**
- If you did not start your assignment with a brand new file that you created yourself, 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.
- Don't reuse files from a previous semester.

# 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.
- CS101 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.
- Weekdays in 219 Armstrong Hall. Hours at <http://cs101.wvu.edu/openlab/>.
- Start early on your assignments. Open Lab gets very busy close to due dates.

# HOMWORK HELP PROJECT VIDEOS

- Watch and follow along as CS101 instructors complete projects similar to your actual Homeworks.
- Videos and instructions are posted at <http://cs101.wvu.edu/hwhelp/>.

# 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 Wednesday 8/23
  - MyITLab Lesson B due Wednesday 9/6
  - Homework #1 due Friday 9/8

# THINGS TO DO: ACTIVATE WVU LOGIN

- WVU Login is used for logging into CS101 computers and on our website.
- If you haven't done so already, you need to activate your WVU Login.
- Instructions are at <http://login.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

- MyITLab is ready!
- Follow the instructions at <http://cs101.wvu.edu/registermyitlab>.
  - Carefully follow the directions so you register correctly!
- If you have questions, go to [Open Lab](#).

# THINGS TO DO: INSTALL MAC VM

- If you have a Mac, we suggest installing our Mac VM so you can use it for all CS101 assignments.
- Step-by-step instructions are available at <http://cs101.wvu.edu/macvm>.
- You can go to [Open Lab](#) if you need help.



# NEXT CLASS...

- Microsoft Excel
- Downloading Data
- Extracting Zip Files
- Working with Workbook & Sheets
- Importing & Entering Data into Excel

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