

DAY 1: FALL 2017 COURSE INTRODUCTION

MJ Ahmad

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WELCOME TO CS101!



ARE YOU IN THE RIGHT ROOM?

- This is CS101 Section 11.
 - Monday/Wednesday 1:30pm-2:20pm
 - 219 Armstrong Hall
- This is CS101 Section 13.
 - Monday/Wednesday 2:30pm-3:20pm
 - 219 Armstrong Hall
 - Instructor: this guy
- Please make sure that you're attending the correct section.

YOUR INSTRUCTOR: MOHAMMAD JAMIL AHMAD (MJ)

Contact Information

Website:	http://cs101.wvu.edu/ahmad
E-mail:	Mohammad.ahmad@mail.wvu.edu
Office:	210N Armstrong Hall
Office Hours:	During Open Lab Monday 3:30pm – 5:30pm

SECTION 11 PROCTOR: BAILY REHM

Contact Information

E-mail:	ad0016@mix.wvu.edu
Took CS101 in:	Spring 2017
Major:	Business

Proctors are student assistants who have previously taken CS101 and done well in the course.

The proctor is here to help answer your questions.
Don't be afraid to ask for help!

SECTION 13 PROCTOR (1): ALEXIS DUNCAN

Contact Information

E-mail:	ad0016@mix.wvu.edu
Took CS101 in:	Spring 2017
Major:	Business

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SECTION 13 PROCTOR (2): CHOLE COURTADE

Contact Information

E-mail:	cmc0005@mix.wvu.edu
Took CS101 in:	Spring 2017
Major:	Forest Resources Management

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Don't be afraid to ask for help!

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 are both available at <http://cs101.wvu.edu/ahmad>
- 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/ahmad>
- 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

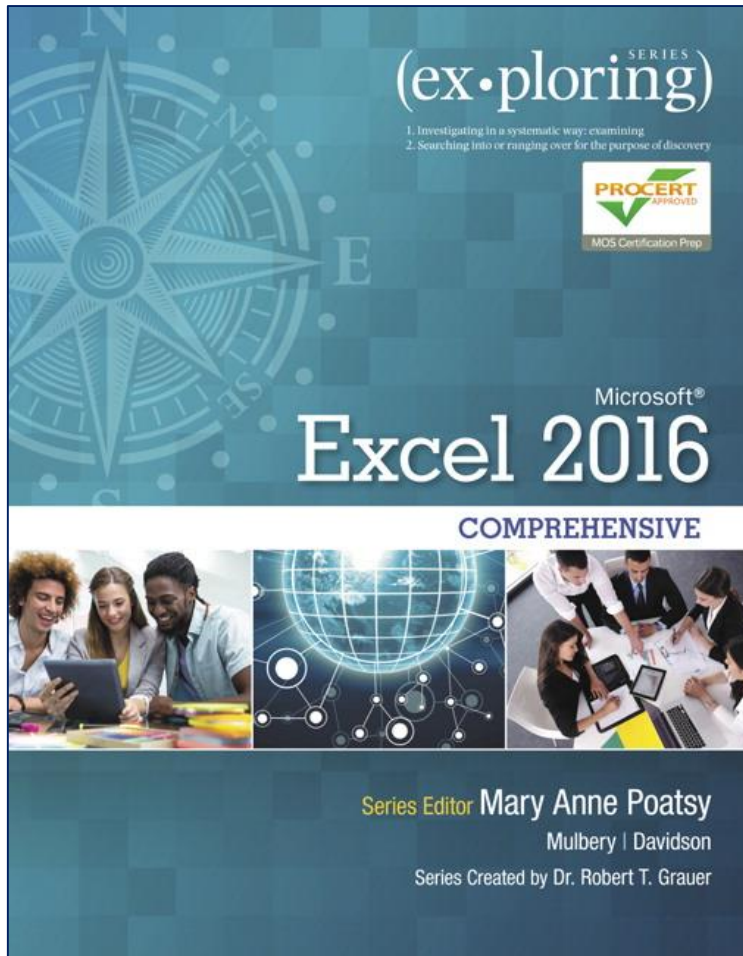
facebook.com/wvucs101

twitter 

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

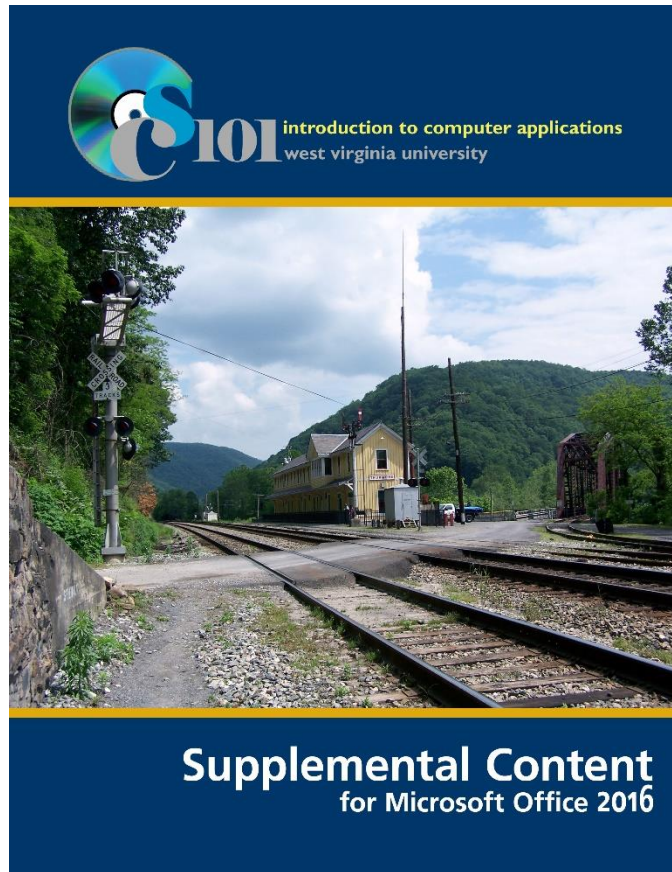
Print Bundle

- 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 Fridays 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
Total		1,000

BONUS POINT OPPORTUNITIES

Opportunity	Pts Each	Total Pts
MyITLab Bonus Projects	3 at 20 each	60
Total Bonus		60

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[®]

- 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...

