DAY 1:
FALL 2019
COURSE INTRODUCTION

Sruthi Valicharla
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WELCOME TO CS101!
ARE YOU IN THE RIGHT ROOM?

• This is CS101 Section 60.
  – Tuesday/Thursday 02:30pm-03:20pm
  – 219 Armstrong Hall
  – Instructor: Sruthi Valicharla

• CS101 Section 59 also meets at this time.
  – 206 Armstrong Hall
  – Instructor: Jared Baker

• Please make sure that you’re attending the correct section.
### Contact Information

<table>
<thead>
<tr>
<th>Website:</th>
<th><a href="http://cs101.wvu.edu/valicharla">http://cs101.wvu.edu/valicharla</a></th>
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<tbody>
<tr>
<td>E-mail:</td>
<td><a href="mailto:sruthi.valicharla@mail.wvu.edu">sruthi.valicharla@mail.wvu.edu</a></td>
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<tr>
<td>Office:</td>
<td>210M Armstrong Hall</td>
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<tr>
<td>Office Hours:</td>
<td>Wednesdays 5:30 PM – 7:30 PM.</td>
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## YOUR PROCTORs

<table>
<thead>
<tr>
<th>Proctor 1</th>
<th>Lauren McKenzie</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major:</td>
<td>Accounting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proctor 2</th>
<th>Nil</th>
</tr>
</thead>
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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!
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
CS101 WEBSITES

- CS101 does not use eCampus.
- Our main course website is at cs101.wvu.edu.
- Your instructor has their own mini-site at cs101.wvu.edu/valicharla.
- We also use MyLab IT at myitlab.com.
YOUR INSTRUCTOR’S WEBSITE

- Your instructor’s mini-site at cs101.wvu.edu/valicharla is the hub for the work you’ll do this semester.
  - Syllabus
  - Section Schedule
  - Assignments
  - Tools for recording attendance, submitting assignments, and viewing grades
E-MAIL

• Be sure to check your MIX e-mail regularly for information about grades, class cancellations, and other important details.
• If you have questions, you can e-mail me at sruthi.valicharla@mail.wvu.edu.
  – Send from your MIX e-mail address
  – Include your full name and section number
  – Write clearly so I can understand your question or concern
REQUIRED MATERIALS FOR SUCCESS
Exploring Microsoft Office 2016, Comprehensive Editions for Excel, Word, Access, and PowerPoint

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

• MyLab IT is a computer-based simulation that resembles Microsoft Office.
• You need your own MyLab IT license.
• Licenses are good for 1 year.
  – If you first took CS101 in Spring or Summer 2019, you can add new section to your existing account.
  – Special WVU version is needed. You can’t buy it on Amazon.
• Pearson provides free 14-day temporary access.
  – If you complete all MyLab work during the 14-day period, you can avoid purchasing a license.
TEXTBOOK/MYITLAB BUNDLES

Electronic Bundle
Buy this unless you want print books.
• eBook Access
• MyLab IT

Available from:
• Pearson (Online)
• Barnes & Noble
• Book Exchange

Print Bundle
• Print Books
• eBook Access
• MyLab IT

Available from:
• Barnes & Noble
• Book Exchange
SUPPLEMENTAL CONTENT

Supplemental Content for Microsoft Office 2016

- Covers additional material not in the main textbook.
MICROSOFT OFFICE

Acceptable Versions
Office for Windows
• Office 2016/2019/365 for Windows
• WVU students can get Office 365 for free at http://it.wvu.edu/services/office365/proplus

Not Acceptable Versions
Office for Mac
• Office for Mac does not support all of the tools used in CS101.
• We recommend using our free Mac VM to run the Windows version of Office on your Mac.

Google Docs and Open Office
• Can’t be used for CS101 assignments.
USING A MAC

• Office for Mac doesn’t have all the features needed for CS101 assignments.
  – You can do HWs #1–#3, MyLab Lessons, and MyLab Bonus Projects on Macs
  – Other assignments require Windows version of Office
SOLUTION FOR MAC USERS

• CS101 has a free virtual machine to run Windows and Office for Windows on your Mac.
  – Download at http://cs101.wvu.edu/macvm/
  – If you need help, bring your Mac to Open Lab
PUBLIC COMPUTER LABS

• Don’t have your own computer?
• Don’t want to use the Mac virtual machine?

• You can use Office for Windows at:
  – CS101 Open Lab
  – WVU Libraries public computers
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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Pts Each</th>
<th>Total Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homewoks</td>
<td>6 at 50 each</td>
<td>300</td>
</tr>
<tr>
<td>Participation Projects</td>
<td>20 at 8 each</td>
<td>160</td>
</tr>
<tr>
<td>Exams 1 &amp; 2</td>
<td>2 at 100 each</td>
<td>200</td>
</tr>
<tr>
<td>Final Exam</td>
<td>150</td>
<td>150</td>
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<tr>
<td>MyLab Lessons Questions</td>
<td>190 at 1 each</td>
<td>190</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
<td><strong>1,000</strong></td>
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# BONUS POINT OPPORTUNITIES

<table>
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<tr>
<th>Opportunity</th>
<th>Pts Each</th>
<th>Total Pts</th>
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<tbody>
<tr>
<td>MyLab Bonus Projects</td>
<td>3 at 20 each</td>
<td>60</td>
</tr>
<tr>
<td>Total Bonus</td>
<td></td>
<td>60</td>
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FINAL GRADES

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

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<th>Grade Letter</th>
<th>Point Value</th>
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<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 & SUBMISSIONS

• It’s your responsibility to make sure you successfully submit your work on-time. Late penalties will be applied for late submissions.

• 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.
HOMEWORKS

• 6 Homeworks
  – 3 Excel
  – 2 Access
  – 1 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.
MYLAB LESSONS

• MyITLab simulates Microsoft Office.
  – Provides training on how to complete tasks.
  – Assesses your ability to complete same tasks.

• 7 MyLab Lessons
  – Each Lesson contains multiple modules.
  – You’ll learn things in MyLab IT before we get to them in class. This helps make better use of time.
MYLAB IT REGISTRATION

• Follow registration instructions at http://cs101.wvu.edu/registermylab

• You’ll register with a Pearson account.
  – MyLabsPlus accounts given in Math courses do not work!

• You must enter your Student ID in MyLab after registering to get credit for your work.

• If you need help, go to CS101 Open Lab.
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.
If you don’t know how to complete a question in MyLab Lessons, Learning Aids will show you what to do:

- **Watch** to see a video
- **Practice** for step-by-step help on how to complete the question
- **Read** to view eText
PARTICIPATION PROJECTS

• Hands-on projects completed during class working individually or in small groups.
• There will be at least 23 projects during the semester. You need to complete 20.
  – Generally one project per class day.
  – You can’t make-up missed projects.
MYLAB BONUS PROJECTS

• Available through the MyLab IT 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 MyLab IT.

• You have 2 attempts per project.
ACADEMIC INTEGRITY
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• 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.
  – You'll get a zero on the Homework.
  – We also reduce your final grade by one letter.
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.
• You’re better off not turning anything in than trying to cheat.
• We have tools to find cheating, even if you use a file from a different section or semester.
• Exams are based on the Homeworks. Learn the material so you’re ready for when the material shows up again.
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.
HOMEWORK 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.
  – MyLab Lesson A due Wednesday August 28
  – MyLab Lesson B due Wednesday September 11
  – Homework #1 due Friday 9/13
THINGS TO DO: REGISTER FOR MYLAB IT

• MyLab IT is ready!
• Follow the instructions at http://cs101.wvu.edu/registermylab.
  – Carefully follow the directions so you register correctly!
  – Students returning from Summer or Fall can get replacement access code from instructor
  – section ID powell85195
• 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.


• You can go to Open Lab if you need help.
NEXT CLASS…

• Introduction to Microsoft Excel
• Topics Covered:
  – Download data and extract ZIP file contents
  – Create a new workbook
  – Adjust sheets
  – Import XML data
  – Import CSV data
  – Import from an Access database
  – Enter data
  – Answer analysis questions