

DAY 1: SPRING 2020 COURSE INTRODUCTION

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WELCOME TO CS101!

ARE YOU IN THE RIGHT ROOM?

- This is CS101 Section 06.
 - Monday/Wednesday 10:30am-11:20am
 - 219 Armstrong Hall
 - Instructor: Sruthi Valicharla
- CS101 Section 05 also meets at this time.
 - 206 Armstrong Hall
 - Instructor: Michael Osborne
- Please make sure that you're attending the correct section.

YOUR INSTRUCTOR: SRUTHI K VALICHARLA

Contact Information

Website:	http://cs101.wvu.edu/valicharla
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Office Hours:	Wednesdays 5:30 PM – 7:30 PM.

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/instructors/valicharla/.
- We also use MyLab IT at myitlab.com.

YOUR INSTRUCTOR'S WEBSITE

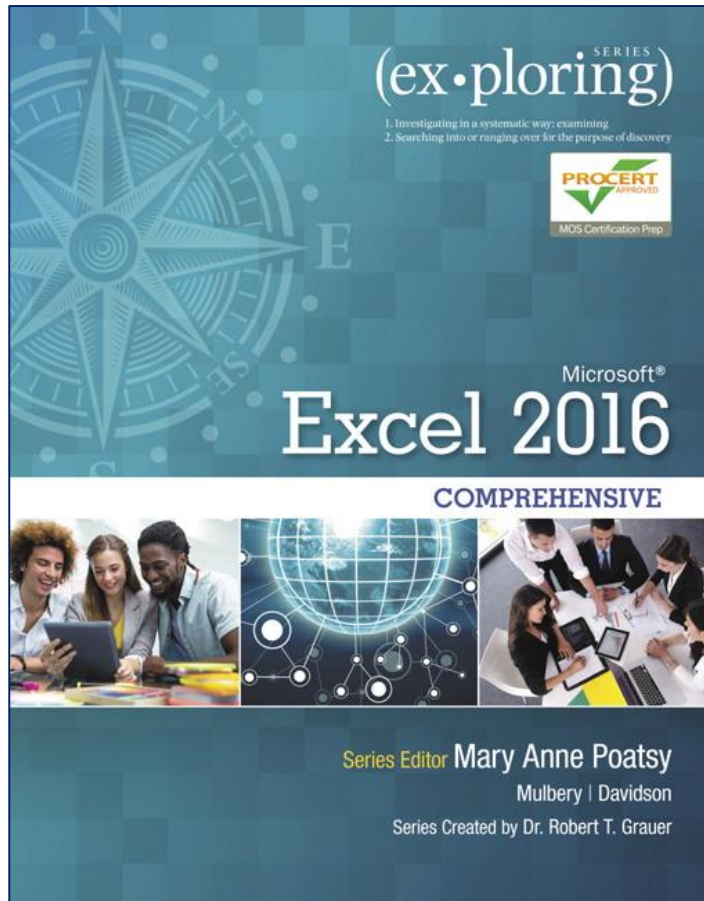
- Your instructor's mini-site at cs101.wvu.edu/instructors/valicharla/ is the hub for the work you'll do this semester.
 - Syllabus
 - Section Schedule
 - Assignments
 - Tools for recording attendance, submitting assignments, and viewing grades

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

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 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 Summer or Fall 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.
- Free PDF at <http://cs101.wvu.edu/materials/supplemental-content/>.

MICROSOFT OFFICE



Acceptable Versions

Office for Windows

- Office 2016/2019/365 for Windows
 - Need Access, Excel, Word, and PowerPoint.
- 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

Assignment	Pts Each	Total Pts
Homeworks	6 at 50 each	300
Participation Projects	20 at 8 each (complete 20 of 23+)	160
Exams 1 & 2	2 at 100 each	200
Final Exam	150	150
MyLab Lessons Questions	190 at 1 each (complete 190 of ~206)	190
Total		1,000

BONUS POINT OPPORTUNITIES

Opportunity	Pts Each	Total Pts
MyLab 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 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.

HOMWORKS

- 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.

- 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

MyLab | IT

- 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.

MYLAB LEARNING AIDS

MyLab | IT

- 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

The screenshot displays a web browser window with a MyLab IT interface. The browser tab is titled "MyLab Module A1 - _Student_Student - Google Chrome". The address bar shows a URL: "https://sim5.pegasus.pearsoncmg.com/SIM5Services/SIM5Frame.aspx?resLinkId=2000001860933797&resultID=&nonc...". The browser window contains an Excel spreadsheet titled "e01h1MarkupSolution - Excel". The spreadsheet has a table with columns: Product, Code, Cost, Markup R, Retail Pric, Percent O, Sale Price, Profit Margin. Row 5 contains the data: Computer, 101, 101, 0.15. Below the spreadsheet, a "Learning Aids" panel is visible. The panel shows a task: "1.00 Point: XL Step 1.1.3: Enter Values". The instruction reads: "Enter the value 400 in cell C5, and then press ENTER [the remaining data will autocomplete]". The panel also shows "Attempts Remaining: 20" and buttons for "Reset" and "Submit". A red arrow points to the "Learning Aids" button in the task bar.

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

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.
 - 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.

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.
 - MyLab Lesson A due Wednesday January 22
 - MyLab Lesson B due Wednesday February 05
 - Homework #1 due Friday 02/07

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 **powell98304**
- 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...

- 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

