

# DAY 1: SPRING 2020 COURSE INTRODUCTION

Instructor Name: Ranya Almohsen

[ralmohse@mail.wvu.edu](mailto:ralmohse@mail.wvu.edu)

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**WELCOME TO CS101!**

# ARE YOU IN THE RIGHT ROOM?

- This is CS101 Section 54.
  - Tuesday/Thursday 10:00am-10:50am
  - 219 Armstrong Hall
  - Instructor: Ranya Almohsen
- CS101 Section 53 also meets at this time.
  - 206 Armstrong Hall
  - Instructor: Akhil Bharthavarapu
- Please make sure that you're attending the correct section.

# YOUR INSTRUCTOR: FIRSTNAME LASTNAME

## Contact Information

Website:	<a href="https://cs101.wvu.edu/almohsen/">https://cs101.wvu.edu/almohsen/</a>
E-mail:	<a href="mailto:ralmohse@mail.wvu.edu">ralmohse@mail.wvu.edu</a>
Office:	210M Armstrong Hall
Office Hours:	In Open Lab on Thursday from 3:30pm to 5:30pm.

# 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](http://cs101.wvu.edu).
- Your instructor has their own mini-site at [cs101.wvu.edu/instructors/almohsen/](http://cs101.wvu.edu/instructors/almohsen/).
- We also use MyLab IT at [myitlab.com](http://myitlab.com).

# YOUR INSTRUCTOR'S WEBSITE

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

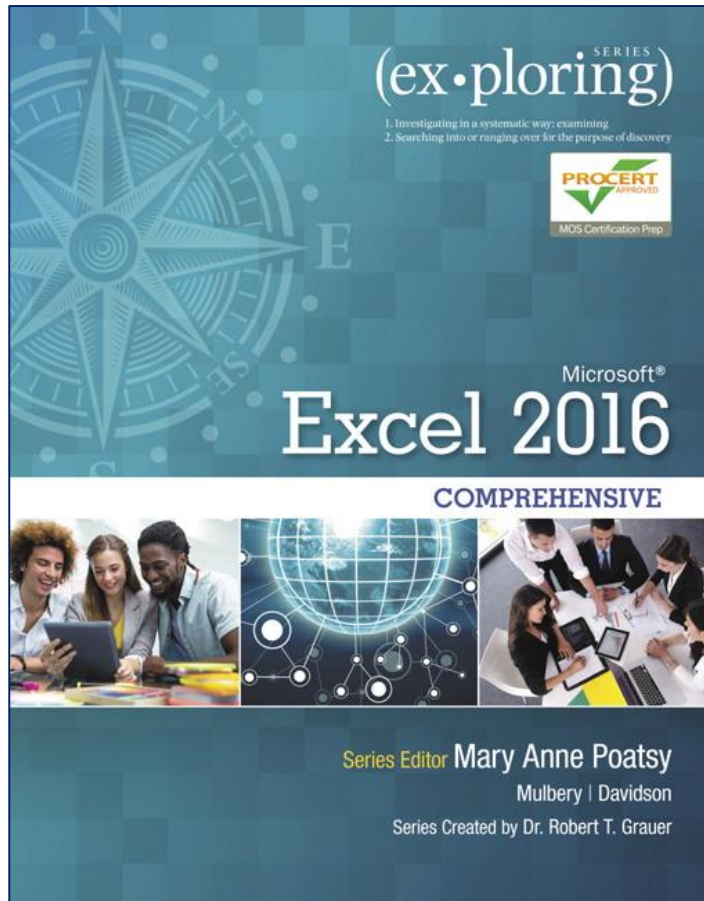
# E-MAIL

- 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 [ralmohse@mail.wvu.edu](mailto:ralmohse@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
<b>Total</b>		<b>1,000</b>

# BONUS POINT OPPORTUNITIES

Opportunity	Pts Each	Total Pts
MyLab 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 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.
  - It will help you learn how to complete important tasks in Office.
- 7 MyLab Lessons
  - Each Lesson contains multiple modules. You must complete all modules for full credit.
  - 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 Microsoft Excel spreadsheet open. The spreadsheet is titled "e01h1MarkupSolution - Excel" and contains a table with columns for Product, Code, Cost, Markup Rate, Retail Price, Percent Off, Sale Price, and Profit Margin. The current cell selected is B5, containing the value "101".

Overlaid on the bottom of the browser window is a "Learning Aids" pop-up window. It contains the following text: "1.00 Point: XL Step 1.1.3: Enter Values". Below this, it says: "Enter the value 400 in cell C5, and then press ENTER [the remaining data will autocomplete]". The pop-up also shows "Attempts Remaining: 20" and "1 of 6" steps. There are "Reset" and "Submit" buttons. A red arrow points from the "Learning Aids" icon in the browser's taskbar to the pop-up window.

# 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 February 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 **powell60443**
- 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

