DAY 1: SPRING 2021 COURSE INTRODUCTION

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January 20, 2021
WELCOME TO CS101!
**YOUR INSTRUCTOR:**
**MICHAEL OSBORNE**

## Contact Information

<table>
<thead>
<tr>
<th>Website:</th>
<th><a href="http://cs101.wvu.edu/osborne">http://cs101.wvu.edu/osborne</a></th>
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<tbody>
<tr>
<td>E-mail:</td>
<td><a href="mailto:mlosborne@mail.wvu.edu">mlosborne@mail.wvu.edu</a></td>
</tr>
<tr>
<td>Office Hours:</td>
<td>In Open Lab on Friday 12pm-2pm</td>
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</table>
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 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/osborne.

• We also use MyLab IT at myitlab.com.
YOUR INSTRUCTOR’S WEBSITE

• Your instructor’s mini-site at cs101.wvu.edu/osborne 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 mlosborne@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
ATTENDING CLASS

• This is an online section.
• All the work you need to complete this semester will be assigned online and can be done remotely.
• You can join your instructor through Zoom at the scheduled class time two days per week if you have questions.
• Help also available through Open Lab.
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 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 2020, 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

Print Bundle
• Print Books
• eBook Access
• MyLab IT

Available from:
• Pearson (Online)
• Barnes & Noble
• Book Exchange
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
• WVU students can get Office 365 for free. The link is in your welcome email.

Not Acceptable Versions Office for Mac
• Office for Mac does not support all of the tools used in CS101.
• We recommend using our free Windows Virtual Desktop 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 Extra Credit Projects on Macs
  – Other assignments require Windows version of Office
SOLUTION FOR MAC USERS

• You can use Windows Virtual Desktop to access a Windows computer running Office 365 through your browser.
  – You must be connected to the Internet while using Windows Virtual Desktop
  – See [https://cs101.wvu.edu/wvd](https://cs101.wvu.edu/wvd) for instructions
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>
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<tbody>
<tr>
<td>Homeworks</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></td>
<td>(complete 20 of 23+)</td>
<td></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>
</tr>
<tr>
<td>MyLab Lessons Questions</td>
<td>190 at 1 each</td>
<td>190</td>
</tr>
<tr>
<td></td>
<td>(complete 190 of ~206)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
<td><strong>1,000</strong></td>
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## EXTRA CREDIT OPPORTUNITIES

<table>
<thead>
<tr>
<th>Opportunity</th>
<th>Pts Each</th>
<th>Total Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>MyLab Extra Credit 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

<table>
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<tr>
<th>Grade Letter</th>
<th>Point Value</th>
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<tbody>
<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 are not curved. What you earn is what you get.
- You can view your grades at [https://cs101.wvu.edu/tools/gradebook/](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.
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.
• 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

• 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

• 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 EXTRA CREDIT PROJECTS

• Available through the MyLab IT website, these are projects you can complete in Office to earn up to 60 extra credit 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.
• Available via Zoom and in-person at 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 1/27
  – MyLab Lesson B due Wednesday 2/10
  – Homework #1 due Friday 2/12
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

• If you have questions, go to Open Lab.