DAY 1: SPRING 2021
CS 101 009: COURSE INTRODUCTION

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WELCOME TO CS101!
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.
• You can visit my mini-site at cs101.wvu.edu/instructors/valicharla/.
• We also use MyLab IT at myitlab.com.
## Contact Information

<table>
<thead>
<tr>
<th>Website:</th>
<th>cs101.wvu.edu/instructors/valicharla/</th>
</tr>
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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>
</tr>
</tbody>
</table>
| Office Hours:                    | In-person: Fridays 14:00 – 16:00 in ARM 219  
                                      Online: By Appointment |
MY WEBSITE

• My mini-site at [cs101.wvu.edu/instructors/valicharla/](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
ATTENDING CLASS: ONLINE SECTIONS

• 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 me via Zoom at the schedule class time two days per week if you have questions.
• Help is also available through Open Lab.
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.
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
• 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.
Supplemental Content for Microsoft Office 2016

- Covers additional material not in the main textbook.
Acceptable Versions Office for Windows
• Office 2016/2019/365 for Windows
• WVU students can get Office 365 for free at Office 365 ProPlus
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

• Google Docs and Open Office can’t be used for CS101 assignments
SOLUTIONS FOR MAC USERS

1. **Windows Virtual Desktop** is best option, but requires constant Internet connection

2. **Mac VM** can be used without Internet but doesn't support macOS 11

3. Use Public PCs such as libraries, Open lab etc.
GRADES AND ASSIGNMENTS
# Grades Overview

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Pts Each</th>
<th>Total Pts</th>
</tr>
</thead>
<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></td>
<td><strong>1,000</strong></td>
</tr>
</tbody>
</table>
## BONUS POINT 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><strong>Total Bonus</strong></td>
<td><strong>60</strong></td>
<td></td>
</tr>
</tbody>
</table>
### FINAL GRADES

<table>
<thead>
<tr>
<th>Grade Letter</th>
<th>Point Value</th>
</tr>
</thead>
<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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</table>

- 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 me if you believe they are incorrect. After that, they are final!
ASSIGNMENTS

1. Participation projects (Class Work)

2. Homework

3. Exams

4. MyLab IT
1. PARTICIPATION PROJECTS

• There will be at least 23 projects during the semester. You need to complete 20.
• Generally, one project per class day.
• Videos are available.
• Try to complete before the class starts.
• If you couldn’t complete, attend the class lecture and record your attendance.
2. HOMEWORKS

• 6 Homeworxks
  – 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.
3. 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.
4. MYLAB LESSONS  MyLab | IT

• 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 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
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.
MYLAB GRADING

- 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 EXTRA CREDIT 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.
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.
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 1 day a week via Zoom, and 2 days a week 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 01/27
  – MyLab Lesson B due Wednesday 02/10
  – Homework #1 due Friday 02/12
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.