

**COMPUTER SCIENCE 101  
COURSE OVERVIEW FOR  
ON-CAMPUS SECTIONS 455 AND 457**

Rebecca Tarabrella

West Virginia University  
COMPUTER SCIENCE 101

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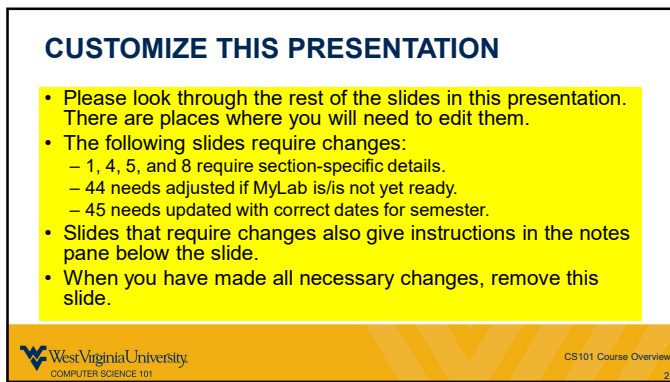
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**CUSTOMIZE THIS PRESENTATION**

- Please look through the rest of the slides in this presentation. There are places where you will need to edit them.
- The following slides require changes:
  - 1, 4, 5, and 8 require section-specific details.
  - 44 needs adjusted if MyLab is/is not yet ready.
  - 45 needs updated with correct dates for semester.
- Slides that require changes also give instructions in the notes pane below the slide.
- When you have made all necessary changes, remove this slide.

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**WELCOME TO CS101!**

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YOUR INSTRUCTOR:

FIRSTNAME LASTNAME

Contact Information

Website:

<http://cs101.wvu.edu/tarabrella>

E-mail:

[rebecca.tarabrella@mail.wvu.edu](mailto:rebecca.tarabrella@mail.wvu.edu)

Office Hours:

By appointment.

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YOUR PROCTORS

Proctor 1 Name

Major: Accounting

Proctor 2 Name

Major: Economics

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!

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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.

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## CS101 WEBSITES

- CS101 does not use eCampus.
- Our main course website is at [cs101.wvu.edu](https://cs101.wvu.edu).
  - Information that applies course-wide
  - Schedules for Open Lab
  - Help resources for Homeworks and Exams
  - Details for course software



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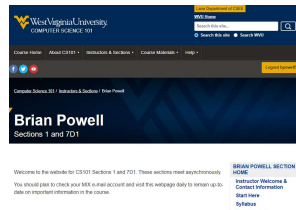
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## YOUR INSTRUCTOR'S WEBSITE

- Your instructor has their own mini-site at [cs101.wvu.edu/tarabrella](https://cs101.wvu.edu/tarabrella).
- This is place to go for info about your section:
  - Syllabus
  - Section schedule
  - Assignments
  - Tools for recording attendance, submitting assignments, and viewing grades



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## 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 please e-mail your section instructor.
  - Send from your MIX e-mail address
  - Include your full name and section number
  - Write clearly so they can understand your question

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## ATTENDING CLASS

- This is an in-person section.
  - Regular scheduled meeting time
- There will be a graded Participation Project done each day in class.

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## REQUIRED MATERIALS FOR SUCCESS

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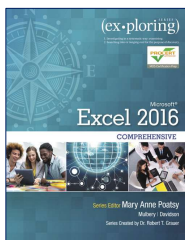
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## TEXTBOOK



*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.

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## MYLAB IT

## MyLab | IT

- MyLab IT is a computer-based simulation that resembles Microsoft Office.
- Located at <http://www.myitlab.com>.
- Need your own MyLab IT license, which are good for 1 year.
  - **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.



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## TEXTBOOK/MYLAB IT BUNDLES

**Electronic Bundle**  
**Buy this unless you want print books.**

- eBook Access
- MyLab IT

Purchase from:


- MyITLab.com
- Campus bookstores

**Print Bundle**

- Print Books
- eBook Access
- MyLab IT

Purchase from:

- Campus bookstores



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## SUPPLEMENTAL CONTENT



Supplemental Content for Microsoft Office 2016

*Supplemental Content for Microsoft Office 2016*

- Covers additional material not in the main textbook.
- Free PDF at <http://cs101.wvu.edu/materials/supplemental-content/>.



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## 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 using instructions at <https://cs101.wvu.edu/go/office365/>

**Not Acceptable Versions**  
**Office for Mac**

- Office for Mac doesn't support all the tools used in CS101.

**Google Docs and Open Office**

- Can't be used for CS101 assignments.



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## USING A MAC

- Office for Mac doesn't have all the features needed for CS101 assignments.
  - You can do HWs #1-#2, MyLab Lessons, and MyLab Extra Credit Projects using the Mac version of Office.
  - Other assignments require Windows version of Office.



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## 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> for instructions



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### PROTECT YOUR WORK: DON'T SHARE COMPUTERS

- 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 use others' computers.
  - Do work in [Windows Virtual Desktop](#) if you can't use your own computer

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### GRADES AND ASSIGNMENTS

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### GRADES OVERVIEW

Assignment	Points Each	Total Points
Homeworks	6 at 50 each	300
Participation Projects	20 at 8 each (complete 20 of 23+)	160
Exam #1	150	150
Exam #2	200	200
MyLab Lessons Questions	190 at 1 each (complete 190 of ~206)	190
<b>Total</b>		<b>1,000</b>

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## EXTRA CREDIT OPPORTUNITIES

Opportunity	Points Each	Total Points
MyLab Extra Credit Projects	3 at 20 each	60
<b>Total Extra Credit</b>		<b>60</b>

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## 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/>

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## MYLAB LESSONS

## MyLab | IT

- MyLab IT 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 on Participation Projects.

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## 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](#).

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## MYLAB GRADING

MyLab | IT

- 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.

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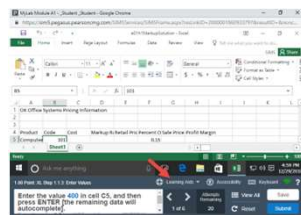
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## MYLAB LEARNING AIDS

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



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## PARTICIPATION PROJECTS

- Hands-on projects covering related groups of features.
- Completed in Microsoft Office itself.
- There will be at least 23 projects during the semester. You need to complete 20.
  - Generally, one per class
  - Must be completed and submitted during class from a lab computer
  - You can't make-up missed projects

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## HOMEWORKS

- 5 Homeworks
  - 2 Excel
  - 2 Access
  - 1 Access/Excel/Word/PowerPoint
- Homeworks build your skills with using Office for data analysis.
- 15% of the grade for each project comes from short answer data analysis questions.
- Late penalty is 20% per calendar day.

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## EXAMS

- 2 exams
  - Exam #1 is on Excel
  - Exam #2 is on Access and PowerPoint, held during Finals Week
  - No comprehensive final exam
- Exams build on the Homeworks. If you do well on Homeworks, you'll do fine on Exams.
- Review Projects and videos are available for each exam at <https://cs101.wvu.edu/help/exam/>.

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## MYLAB EXTRA CREDIT PROJECTS

- These are optional projects are worth up to 60 extra credit points total.
- There are 3 projects:
  - Microsoft Excel
  - Microsoft Word
  - Microsoft PowerPoint
- Accessed and submitted through MyLab IT website. Completed through Microsoft Office.
- You have 2 attempts per project.

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## ACADEMIC INTEGRITY

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## 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 strictly enforced.
  - At a minimum, you'll get a zero on the assignment.
  - We will report you to the Office of Academic Integrity, where you will receive additional, potentially more severe, sanctions

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## 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 use ChatGPT or other generative AI tools.
- Don't leave your files on a shared computer or anywhere else someone could take them.
- **Don't let others use your computer or use a friend's computer.**
  - If you or they don't have a computer with Office for Windows, use Windows Virtual Desktop or a library/lab computer

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## 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.

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## 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.

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## POLICY ACKNOWLEDGMENT FORM

- Before you can get credit for any of your work, you must complete the [CS101 Policy Acknowledgment Form](#).
- By completing this form, you certify you understand and will follow CS101 policies.
- If you have questions, ask your instructor.
- If you think something may be questionable, you probably shouldn't do it.

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## GETTING ASSISTANCE

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## OPEN LAB

- Open Lab is a place for you to get help with homework assignments.
- Hours at <http://cs101.wvu.edu/openlab/>.
- Start early on your assignments. Open Lab gets busy close to due dates.

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## 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/>.

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## 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).

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## GETTING STARTED THIS SEMESTER

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### THINGS TO DO: COMPLETE POLICY ACKNOWLEDGMENT FORM

- Read the syllabus so you understand our course policies!
- You'll need to complete [Policy Acknowledgment Form](#) before you can view your grades.
  - Form at <https://cs101.wvu.edu/go/paf/>
  - There are multiple pages – you need to complete them all
  - You'll receive a confirmation e-mail for your records when done

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### 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!
- If you have questions, visit [Open Lab](#).

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### THINGS TO DO: LOOK AT COMING ASSIGNMENTS

- A full list of assignments and their due dates are on your instructor's mini-site.
- Work begins quickly!

#### MyLab Lessons

Assignment	Due Date
<a href="#">MyLab Lesson A</a>	Wednesday August 30, 2023
<a href="#">MyLab Lesson B</a>	Wednesday September 6, 2023
<a href="#">MyLab Lesson C</a>	Wednesday September 13, 2023
<a href="#">MyLab Lesson D</a>	Wednesday October 4, 2023
<a href="#">MyLab Lesson E</a>	Wednesday October 25, 2023
<a href="#">MyLab Lesson F</a>	Wednesday November 1, 2023
<a href="#">MyLab Lesson G</a>	Wednesday November 15, 2023

#### MyLab Extra Credit Projects

Assignment	Due Date
<a href="#">MyLab Extra Credit Project A</a>	Thursday December 8, 2023
<a href="#">MyLab Extra Credit Project B</a>	Thursday December 8, 2023
<a href="#">MyLab Extra Credit Project C</a>	Thursday December 8, 2023

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