

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

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WELCOME TO CS101!

YOUR INSTRUCTOR:

FIRSTNAME LASTNAME

Contact Information

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Office Hours:	By appointment via Zoom.

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.



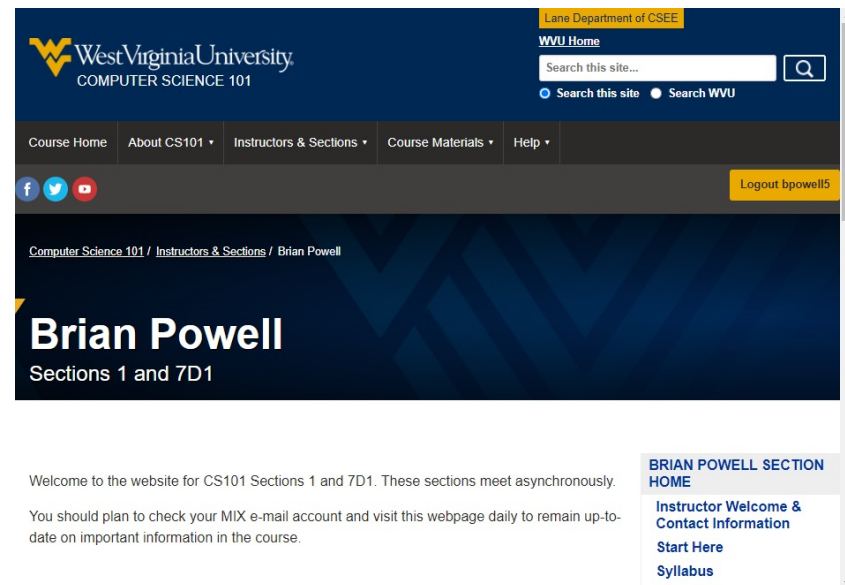
CS101 WEBSITES

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



YOUR INSTRUCTOR'S WEBSITE

- Your instructor has their own mini-site at 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



E-MAIL

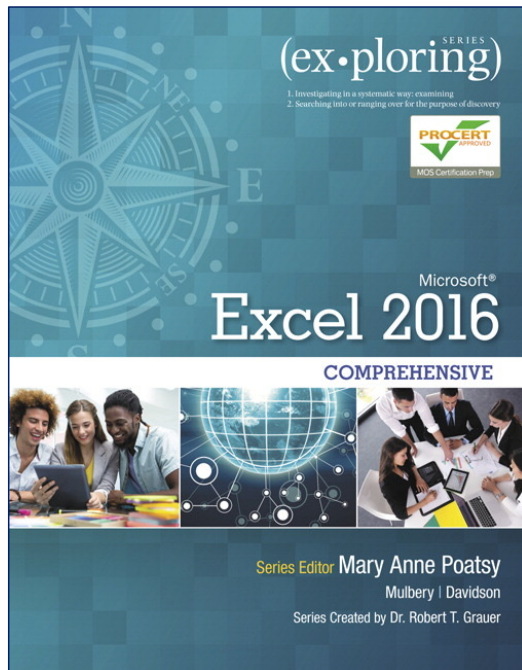
- Be sure to check your MIX e-mail regularly for information about grades, class cancellations, and other important details.
- If you have questions, you please e-mail your section instructor.
 - Send from your MIX e-mail address
 - Include your full name and section number
 - Write clearly so they can understand your question

ATTENDING CLASS

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

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

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.

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

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 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.

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> for instructions

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

GRADES AND ASSIGNMENTS

GRADES OVERVIEW

Assignment	Points Each	Total Points
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

EXTRA CREDIT OPPORTUNITIES

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

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.

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](#).

MYLAB GRADING

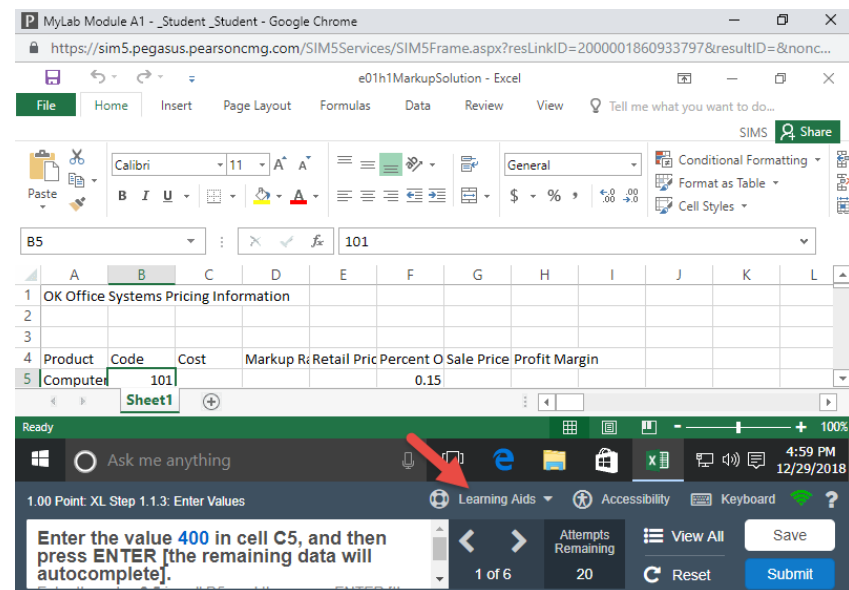
MyLab | IT

- 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.

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



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

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.
- Review Projects and videos are available for each exam at <https://cs101.wvu.edu/help/exam/>.

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.

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 assignment.
 - 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 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

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 Acknowledgment 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.
- Hours at <http://cs101.wvu.edu/openlab/>.
- Start early on your assignments. Open Lab gets 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

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

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](#).

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 Lesson A due Wed 1/18
 - MyLab Lesson B due Wed 2/1
 - Homework #1 due Fri 2/3

MyLab Lessons

Assignment	Due Date
MyLab Lesson A	Wednesday, August 25, 2021
MyLab Lesson B	Wednesday, September 8, 2021
MyLab Lesson C	Wednesday, September 22, 2021
MyLab Lesson D	Wednesday, October 6, 2021
MyLab Lesson E	Wednesday, October 20, 2021
MyLab Lesson F	Wednesday, November 3, 2021
MyLab Lesson G	Wednesday, November 17, 2021

MyLab Extra Credit Projects

Assignment	Due Date
MyLab Extra Credit Project #1	Thursday, December 9, 2021
MyLab Extra Credit Project #2	Thursday, December 9, 2021
MyLab Extra Credit Project #3	Thursday, December 9, 2021

