Class: CRN 65133 – Online, Web/Internet Course.

Instructor: Dr. Moawia Eldow
Stillwater Office: MSCS 224
Tel - 405.744.2607
meldow@okstate.edu

Office Hours: Monday & Wednesday 3:00-5:00 p.m., in Stillwater.
Other times available by appointment.

Online Lectures: will be conducted Via recorded video classes on Canvas. You can also access to the windows computers in Edmon Low Library. The computers in these labs are configured with all required software for this course.

Prerequisites for This Course: None.

Course Objectives: This course will give you a working knowledge of the basic Microsoft Office products. The areas covered are:
- Learning to obtain, copy, and move files needed for class
- Gain a working knowledge of Microsoft Word
- Gain a working knowledge of Microsoft Excel
- Gain a working knowledge of Microsoft PowerPoint

Required Textbook on MyITLabs:

Exploring Microsoft Office 2016 Volume I with MyITLab
Author: Mary Anne Poatsy, ISBN: 9780134526454, Publisher: Pearson

- This textbook is online at the Pearson MyITLab Web site at https://www.pearsonmylabandmastering.com/northamerica/myitlab

- All the material to succeed in this class (other than the Office applications used) is located on the Pearson MyITLab site and OSU’s Canvas site. Therefore, you must have access to the Internet for this course. The material on the MyITLab site includes a digital form of the text, along with tutorial videos and step-by-step simulations, as well as the lab assignments that you must complete. No additional text is required.

- Lab assignments and access to the eText, plus other materials on the MyITLab site require that you set up an online account with Pearson, the publisher of the text for this course. See the attached file in the Welcome message or the registration instructions on the course Canvas site for the instructions regarding how to do this.

Important Note: Registration for this course on the MyITLab site opens on Monday, August 16, 2021, and the temporary access code is available for 14 days.
Hardware/Software Requirements:

- All hardware and software needed for this course are available at the university library computers. Students may use other computers as necessary, provided the Microsoft® Office 2016 is installed on such computers.
- Other versions of the Microsoft Office® software are often not compatible with the assignments and will cause problems in completing the assignments correctly. Assignments done using the Apple Macintosh version of Office 2016 are often very problematic, and cannot always be done correctly. Inform the instructor if you will be using a Mac.
- You may obtain a free copy of Office 2016, as an OSU student, from the OSU IT department’s Software Distribution Center at https://app.it.okstate.edu/sdc/. If you have any questions or doubts about which version of the Office 2016 to install, contact the OSU IT Department help desk at 405-744-HELP.

Student Expectations:

- This is an online class on Canvas. **However, it is a self-paced course, there are deadlines for items every week of the semester.** The course is largely self-managed and rapidly paced. You must keep up with the course work. The easiest way to keep up is to work ahead by a week.
- The MyIT Lab assignments are simple and generally easy. They can be completed by most students in less than 60 minutes. But, if you are not prepared, they can take longer. Do not wait until the last minute to complete and submit assignments.
- The assignments can be accessed via course site on Canvas or directly by login to MyIT Lab. The Canvas home page is accessible via the Internet at canvas.okstate.edu, logging in to Canvas and then clicking the Computer Proficiency link. The homework assignment hints and tips are posted to the class site on Canvas.
- To access the MyIT Lab follow the instructions in attached file to the Welcome message or the registration instructions on Canvas. MyIT Lab assignments start almost immediately with the first due on the second week of class.

Graded Materials:

**Homework Assignments on MyITLab:**
There are 11 Simulation Training (ST), 22 Homework (HW) and 6 Assessments (AS). Total of 39 assignments submissions, graded on a **100-point** system for the homework and assessment assignments. The simulation trainings are graded on different scales from 10 to 23 points. Homework assignments are scheduled in the last page.

**Exams**
There are no exams. Note also that there are no assignments due during Final-Exams week. Once you have completed all assignments you are done with this course.
**Assignment Due Dates:**

- There is at least one assignment due every Monday, Wednesday and Friday, from the next week through the end of semester, except during official OSU breaks, and those specified in the calendar below as having different due dates. All assignments and projects are due at 11:59 PM.
- The dates and times MyITLab assignments due are posted on MyITLab in the Assignment Calendar page. The dates that the projects are due are on the Canvas Course Calendar page and in the Important Dates section and calendars at the end of the syllabus.

**Important Note:** You can access the MyITLab site free of charge for two weeks, but you must pay for access (or register using the access code included with the course text) by the end of the day after the two weeks from the beginning of semester, to avoid serious complications that may arise if you have not registered. Thus, you can complete several assignments on MyITLab before you must pay for continued access.

**Grading Policy:**
The total grade for this course is based on a point system from the all of your assignment average scores.

Grades will be assigned based on point totals as follows:

- **A:** 90-100
- **B:** 80-89
- **C:** 70-79
- **D:** 60-69
- **F:** <60

**Late Submission and Make Up Policy**
Assignments cannot be made up if they are missed except under extenuating circumstances such as serious illness, family emergency, etc. Please contact the instructor if the need to submit an assignment late arises. For no excuse of late submission, students may be subject to the penalties of **5% to 10% off per 2 days**. The MyLab IT and Canvas sites both frequently have technical problems, and may not be available to you in the hours before a deadline. Read the bulletins posted on both sites regarding scheduled and emergency maintenance, and work ahead by several days to avoid late submissions.

**Important Dates for Fall 2021 semester:**

- Classwork Begins - **Monday, Aug 16**
- Registration of Pearson MyITLab - **Aug 16 ~ Aug 20**
- Temporary Access Available on Pearson MyITLab - **Aug 16 ~ Aug 29 (2 weeks)**
- Full Access Code Required before expiring Temporary Access Code - **Before Aug 29**
- First homework assignment for this course - **Wednesday, Aug 25**
Note: Grades for all material up to the end of the sixth week will be used in calculating six-week grades for those students who must receive them. If you are a student athlete, it is essential that you complete all material up to this date, and submit each prior to its deadline, or you will risk eligibility. For all students for whom a six-week grade is required, consider who this is reported to, and whether you want them to see a poor grade.

Collaboration Policy:
Laboratory assignments: Discussion with classmates and others is allowed. After any such discussion, each student must write up his/her own solution. Copying another student's work is not allowed, and is regarded as cheating. Giving another student your work is considered cheating. Doing an assignment for another student, in whole or in part, is regarded as cheating by both parties. Submitting any work that is not your own is considered cheating. The MyITLab and Canvas sites have excellent tools for detecting cheating, including plagiarism for the projects, so do not cheat, as you will almost certainly be caught. Students who do not comply with the described collaboration policy may be reported for an Academic Integrity violation to the University and a punishment up to and including “F!” (an F-shriek, indicating failed due to misconduct) will be assessed.

Disabilities Act:
If you feel that you have a disability and need special accommodations of any nature whatsoever, the instructor will work with you and the Office of Disabled Student Services, 315 Student Union, to provide reasonable accommodations to ensure that you have a fair opportunity to perform in this class. Please advise the instructor of such disability and the desired accommodations at some point before, during, or immediately after the first scheduled class day.

University Syllabus Attachment
Other useful information, such as important dates and further policies, throughout the semester, can be found on the following links (You can click on Fall 2021 Syllabus Attachment):

https://academicaffairs.okstate.edu/faculty-development/index.html
Course Outline and Calendar:

Due Dates for the assignments on MyITLab are shown in the calendar below. Student has **three attempts** to modify and submit the HW (Homework) assignments, but AS (Assessment) assignments are given only **two attempts** to modify and submit it. The ST (Simulation Training) assignments have **no limit of attempts**.

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(*) Wednesday, September 29 (**Six-week grades due**)  
- The work for MS-Word will be collected for these grades.