Class:
CRN 20553 – F2F, MSCS 108, Stillwater, at 1:30-2:20 p.m., Monday, Wednesday & Friday

Instructor: Dr. Shital Joshi
Stillwater Office: MSCS 229
Tel: 405-744-5273
shital.joshi@okstate.edu

Office Hours:
Monday & Wednesday 12:00 - 1:00 p.m.
Other times available by appointment.

Important Note: For in-person appointments, it is expected you will wear a mask, as social-distancing is not possible in my office. I also will be wearing a mask.

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:
Mary Anne Poatsy, Keith Mulbery, Cynthia Krebs, Lynn Hogan, Eric Cameron, Jason Davidson,
Linda Lau, Rebecca Lawson, Jerri Williams, Robert T. Grauer

• 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 need to have an 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 need to 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 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, January 10, 2022, and the temporary access code is available for 14 days.

Hardware/Software Requirements:
- All hardware and software needed for this course are available in the class room. 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://it.okstate.edu/services/software-distribution/index.html. 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 a traditional F2F class on computer lab. There are deadlines for items every week of the semester. You need to keep up with the course work. The easiest way to keep up is to distribute the work evenly throughout the week, rather than keeping for the last moment.
- Students need to complete all the assignments by the given due dates.
- 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.
- To access the MyIT Lab follow the instructions in attached file to the Student Registration Instructions on Canvas.

Graded Materials:
- All assignments need to be completed on MyITLab. Assignments includes Simulation Training (ST), Homework (HW) and Assessments (AS).
- Assignment can be graded in different scales from 10 to 100 point system and it will be clearly specified in the each assignment.
- Once the grade is made available for any assignment, students have 7 days to raise a dispute. After 7 days, no change in the grade will be allowed. To raise a dispute, please send an email (using an official email address) to the TA, cc’ing the instructor.
**Important Note:** When students send email to the TA, please cc the instructor as well, in order to resolve the issue as quickly as possible.

**Exams**
There are no exams. Once you have completed all assignments you are done with this course and the last assignment need to be completed by the last working day of the semester (i.e. April 29).

**Assignment Due Dates:**
- Assignment due dates will be clearly specified in the Assignment Calendar page in MyITLab. It is the student’s responsibility to keep track of them. Students should expect at least one assignment every week, due at 11:59 PM, CST.

**Important Note:** You can access the MyITLab site free of charge for 14 days, but you need to pay to get access after that period. Failure to complete the assignment by the due date, due to delay in the registration, will be considered as student’s fault and no extension will be provided.

**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 – 89.99
- C: 70 – 79.99
- D: 60 – 69.99
- F: < 60

**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.

**Late Submission and Make Up Policy**
- For a maximum of 5 times in a semester, students are granted excuse (with no penalty) for late submission, up to 5 days (including holidays) after the due date. Any assignment submitted after 5 days of the due date will be assigned zero.
- Once the student has exceeded 5 penalty-free late submissions, there will be a penalty of 20% per day. After 5 days (including holidays), the assignment will be assigned zero.
- There may be events such as scheduled and emergency maintenance on Canvas sites and MyITLab, just before the due date. Read the bulletins posted on both sites regarding scheduled and emergency maintenance, and work ahead by several days to avoid late submissions.
Important Dates:
Please refer to the University Syllabus, given under the filename Spring 2022 Syllabus - As of Dec 6 2021.pdf for any important date and additional information.

Collaboration Policy:
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.

Compliance with Mask Guidance in Classroom and Laboratory Settings:
OSU expects faculty, staff and students to wear a mask indoors in public settings regardless of whether you are fully vaccinated, consistent with the current CDC recommendations. This is especially important in classrooms and laboratories because people are together for long periods of time. Wearing a mask during class not only protects you but also helps protect those around you who may be more vulnerable. This is a simple way we can look out for all members of the Cowboy family. If you feel sick, do not attend class. Contact University Health Services at 405-744-7665 immediately and communicate with me as soon as possible about any work you miss.
### Tentative Course Schedule:

<table>
<thead>
<tr>
<th>Class</th>
<th>Date</th>
<th>Topic</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>01/10 – 01/14</td>
<td>Working with an Operating System: Getting Started with Microsoft® Windows® 10</td>
<td>Windows 10 Chapter 1</td>
</tr>
<tr>
<td>Week 2</td>
<td>01/17 – 01/21</td>
<td>Office 2016 Common Features</td>
<td>Common Features Chapter 1</td>
</tr>
<tr>
<td>Week 3</td>
<td>01/24 – 01/28</td>
<td>Introduction to Word: Organizing a Document Introduction to Word</td>
<td>Word Chapter 1</td>
</tr>
<tr>
<td>Week 4</td>
<td>01/31 – 02/04</td>
<td>Document Presentation: Editing and Formatting</td>
<td>Word Chapter 2</td>
</tr>
<tr>
<td>Week 5</td>
<td>02/07 – 02/11</td>
<td>Document Productivity: Working with Tables and Mail Merge</td>
<td>Word Chapter 3</td>
</tr>
<tr>
<td>Week 6</td>
<td>02/14 – 02/18</td>
<td>Introduction to PowerPoint: Creating a Basic Presentation</td>
<td>PowerPoint Chapter 1</td>
</tr>
<tr>
<td>Week 7</td>
<td>02/21 – 02/25</td>
<td>Introduction to PowerPoint: Creating a Basic Presentation</td>
<td>PowerPoint Chapter 1</td>
</tr>
<tr>
<td>Week 8</td>
<td>02/28 – 03/04</td>
<td>Introduction to PowerPoint: Creating a Basic Presentation</td>
<td>PowerPoint Chapter 1</td>
</tr>
<tr>
<td>Week 9</td>
<td>03/07 – 03/11</td>
<td>Presentation Development: Planning and Preparing a Presentation</td>
<td>PowerPoint Chapter 2</td>
</tr>
<tr>
<td>Week 10</td>
<td>03/14 – 03/18</td>
<td>University Holiday (Spring Break)</td>
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<tr>
<td>Week 11</td>
<td>03/21 – 03/25</td>
<td>Presentation Design: Illustrations and Infographics</td>
<td>PowerPoint Chapter 3</td>
</tr>
<tr>
<td>Week 12</td>
<td>03/28 – 04/01</td>
<td>Introduction to Excel: Creating and Formatting a Worksheet</td>
<td>Excel Chapter 1</td>
</tr>
<tr>
<td>Week 13</td>
<td>04/04 – 04/08</td>
<td>Introduction to Excel: Creating and Formatting a Worksheet</td>
<td>Excel Chapter 1</td>
</tr>
<tr>
<td>Week 14</td>
<td>04/11 – 04/15</td>
<td>Excel Formulas and Functions: Performing Quantitative Analysis</td>
<td>Excel Chapter 2</td>
</tr>
<tr>
<td>Week 15</td>
<td>04/18 – 04/22</td>
<td>Charts: Depicting Data Visually</td>
<td>Excel Chapter 3</td>
</tr>
<tr>
<td>Week 16</td>
<td>04/25 – 04/29</td>
<td>Charts: Depicting Data Visually</td>
<td>Excel Chapter 3</td>
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**Important Note:** This is just a tentative schedule, which is subjected to evolve as the semester proceeds.