Computer Proficiency

CS 1003

2019 Fall Semester

Class Hours: M W; 1:30 – 2:45
Class Location: MSCS #108

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Office Hours: M W; 12:30 – 1:20 or appointment by email

This is a course offered through the College of Arts and Sciences Outreach program. If you are in Stillwater, you have access to the computer lab in MSCS 108. The computers in that lab are configured with all required software for this course.

Required Texts and Labs:

- **"Exploring Microsoft Office 2016 Volume 1", with MyITLab access.**
- **This textbook is available from the OSU Student Union Bookstore, and can be ordered directly from that store.**
- 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. However, students are strongly urged to purchase and use the course text in a physical form, as studies have consistently shown the having and using a physical book result in better performance in coursework than the use of a digital copy – as well as better retention after completion of a course. You may consider online-only access if the expense represents a serious hardship.
  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 file **'Student_Registration_Handout_seol75178.pdf'** in the Content/Syllabus & More section of the course Canvas site for instructions regarding how to do this. Registration for this course on the MyITLab site opens on Monday, Aug 19. Again, use of the physical text is highly recommended.
- You must have access to a Windows PC with Microsoft Office 2016 installed on it. Macintosh computers and the version of Office 2016 for Mac OS X will entail significant problems due to differences between the two versions of office. **You may take the course using a Macintosh,**

but by doing so you accept responsibility for informing the instructor that you are doing so, being aware of the differences/problems encountered and informing the instructor when you encounter them.

As an OSU student, you have the right to download a free copy of Microsoft Office 2016 from the OSU IT department's software distribution center. If you download and install from this site, do so only on a system you own, or that you will have unlimited access to for the entire semester, and not to a system you may have restricted or temporary access to. You may not use this copy for commercial or professional purposes. You only get one download, so do not waste it. See **Hardware/Software Requirements** below and the IT department's software download center for further information.

Prerequisites for This Course:

   None.

Course Objectives:

This course will give you a working knowledge of the basic Microsoft Office 2016 products and also increased knowledge of the Internet – if you work diligently and read the book. The areas covered are:

- Learning to obtain, copy, and move files needed for class
- Gain a working knowledge of Microsoft Word 2016
- Gain a working knowledge of Microsoft Excel 2016
- Gain a working knowledge of Microsoft PowerPoint 2016
- Integrate the Various Programs Together

For virtually all your upper division courses, and for writing articles, theses and dissertations at the graduate school level, these are skills you will need and use almost constantly. In most professional fields, these skills are expected of all employees, and are "check-box items" in the hiring process. If you do not have these skills, you will not get the job. So, take this course seriously.

Style/Mode of Teaching:

It is NOT self-paced. 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 assignments can be accessed by using Pearson MyITLab and Canvas. The Canvas home page is accessible via the Internet at https://canvas.okstate.edu/ , logging in to Canvas and then clicking the Computer Proficiency link. The regular assignments can be accessed by using Pearson MyITLab. To access the MyITLab follow the instructions in the '**Student_Registration_Handout_seol75178.pdf**' file on the course Canvas Content/Syllabus & More page. MyITLab assignments start almost immediately with the first due Wednesday of the first week of class.

Graded Materials:

Homework Assignments on MyITLab.com

There are 48 Homework Assignments, graded on a 100-point system for each.

Projects will be announced on Canvas (Three Projects)

Exams

There are no exams.

Assignment Due Dates:

There is at least one assignment due every Monday, Wednesday and sometimes Friday, from Aug 19 through Dec 6. Keep track of these due dates, and be sure to complete and submit them before their deadlines.

The dates and times MyITLab assignments are due are posted on MyITLab in the Assignment Calendar page.

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 on Friday, Aug 30, 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.

> **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.**
>
> **The MyITLab 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.**

Grading Policy:

The total grade for this course is based on a 100 point system. Add the scores you received on assignments and divide that by the number of points possible

Grades will be assigned based on point totals as follows:

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: <60

If you follow the instructions provided in the assignments carefully and keep up with the work, it is easy to earn an A in this course. Many students do not and so do much worse. Your grade is up to you.

Hardware/Software Requirements:

All hardware and software needed for this course are available in MSCS 108. 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/support-services/software-distribution.html.

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 site has excellent tools for detecting cheating, including plagiarism for the assignments, 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, https://sds.okstate.edu/, 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.

Important Dates for Fall 2019 semester:

Classwork Begins	**Monday, Aug 19**
First assignment for this course due	**Wed, Aug 21**
Non-restrictive full refund Drop/Add ends	**Refer to OSU Syllabus**
Restrictive partial refund Drop/Add end	**Refer to OSU Syllabus**
Six-week grading period ends*	**Refer to OSU Syllabus**
Fall Break	**Refer to OSU Syllabus**
W/Drop Withdrawal deadline	**Refer to OSU Syllabus**
W/F Withdrawal deadline	**Refer to OSU Syllabus**
Pre-Finals Week	**Refer to OSU Syllabus**
Finals Week	**Refer to OSU Syllabus**
Semester ends	**Friday, Dec 06**

* Grades for all material up to this date will be used in calculating your six-week grade. 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.