

Computer Proficiency

CS 1003 Online

2018 Fall Semester

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Office Hours: Tuesdays and Thursdays, 2:30 to 5:00 PM and by appointment.

This is an on-line 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:

- **This is an online course, and the textbook is online at the MyITLab.com Web site.** You are free to purchase a copy of the physical textbook if you wish. Contact the Instructor for information if you wish to do so.
- 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. (The required Projects are separate, and located on the course Canvas site.) 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 file **'Student Registration Handout for churchill75606.pdf'** in the Syllabus section of the course Canvas site for instructions regarding how to do this. Registration for this course on the MyITLab site opens on Monday, August 19, 2019, and is available for 14 days.

- 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. 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.

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:

This is an online course. ***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 MyITLab assignments are simple and generally easy. They can be completed by most students in less than 30 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 Pearson MyITLab and Canvas. The Canvas home page is accessible via the Internet at <http://online.okstate.edu> , logging in to Canvas and then clicking the Computer Proficiency link. The regular assignments can be accessed by using Pearson MyITLab and the project assignments are posted to the class Canvas site. To access the MyITLab follow the instructions in the **'Student Registration Handout for churchill22871.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. The first project for the Canvas site is due Thursday, September 12.

Graded Materials:

Homework Assignments on MyITLab.com

There are 48 Homework Assignments, graded on a 100-point system for each. The three lowest assignment scores are not counted towards the base points for the course grade. They are, however, treated as extra-credit. You are therefore encouraged to complete all the MyITLab assignments. These assignments represent 73 % of your grade.

Projects on the Canvas site

There are three projects scored on a 50-point basis, but these are scaled to be 9 % each in your final grade calculation. This means (since you must expect at least some points will be lost in MyITLab assignments over the course of the semester) that each project represents roughly a full letter grade. There are MyITLab assignments due on the same dates as the Projects.

- The first project will consist of finding information on the Internet that you will later use for the rest of the projects. This will cover your choice of a topic from those listed in the instructions.
- The second project will consist of writing a three to four-page paper on the topic that you researched on the Internet.
- The third project will be a PowerPoint project. It will be putting together a presentation from your report for the second project.

Projects are due at the date and time posted on Canvas and are to be submitted to the Canvas site for this course, in the Dropbox section.

Projects cannot be made up if missed except under extenuating circumstances such as severe illness, family emergency, etc. Only the instructor can approve late projects. Please contact the instructor as soon as possible, if the need to submit a project late arises.

Exams

Projects are in lieu of exams, therefore there are no exams. Note also that there are no assignments due during Pre-Finals and Finals week. Once you have completed all assignments as of December 1, you are done with this course.

Assignment Due Dates:

There is at least one assignment due every Monday, Wednesday and Friday, from August 21 through December 6, except during official OSU breaks, and those specified in the calendar below as having two MyITLab assignments due. All assignments and projects are due at 11:59 PM.

The dates and times MyITLab assignments are due are posted on MyITLab in the Assignment Calendar page. The dates that the projects are due are on the Canvas Assignments page, in the assignment documents, in the Important Dates section and calendars at the end of the syllabus.

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, June 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, with assignments accounting for 73% of the final score and projects the remaining 27%. There is no final exam. Your final score will be calculated as follows.

$$score = 0.73\left(\left(\sum_{n=1}^{48} lab_n_score\right)/45\right) + 0.27\left(2\left(\sum_{m=1}^3 project_m_score\right)/3\right)$$

MyITLab graded assignments are totaled and averaged over 45 assignments, with points for the four lowest scoring used as extra-credit. This is then multiplied by 0.73 for the MyITLab contribution to your final grade. Scores for the three Canvas projects are then summed, averaged and re-scaled to 100, and multiplied by 0.27 for your Canvas project contribution to your final grade. The two values are then added to yield your final score, and that is used to determine your grade.

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://app.it.okstate.edu/sdc/>.

Collaboration Policy:

Laboratory assignments and Projects: 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.

Important Dates for Fall 2018 semester:

Classwork Begins	Monday, August 19
First assignment for this course de	Wednesday, August 21, 11:59 PM
<i>MyITLab registration for this course ends</i>	<i>Sunday, September 1</i>
Labor Day Break	Monday, September 2
Project 1 due	Saturday, September 8, 11:59 PM
Fall Break	Friday, October 25
Project 2 due	Thursday, November 7, at 11:59 PM
Thanksgiving Break	Wed., Nov. 27 through Fri., Nov. 29
Project 3 due	Thursday, December 5
Pre-Finals Week	Monday, Dec. 2 through Friday, Dec. 6
Finals Week	Monday, Dec. 9 through Friday, Dec. 13
Semester ends	Friday, December 13

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.

Dates for assignments on MyITLab and projects are shown in the calendar below. Dates with a **bold** text indicate either a project or two MyITLab assignments are due, OR the date on which final grades must be reported to the registrar.

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Week
August	18	19	20	21	22	23	24	1
		First Day!		MyITLab		MyITLab		
	25	26	27	28	29	30	31	2
September	1	2	3	4	5	6	7	3
		Holiday		MyITLab		MyITLab		
	8	9	10	11	12	13	14	4
		MyITLab		MyITLab	Project 1	MyITLab		
	15	16	17	18	19	20	21	5
		MyITLab		MyITLab		MyITLab		
	22	23	24	25	26	27	28	6
		MyITLab		MyITLab		MyITLab		
29	30	1	2	3	4	5	7	
	MyITLab		MyITLab		MyITLab			
October	6	7	8	9	10	11	12	8
		MyITLab		MyITLab		MyITLab		
	13	14	15	16	17	18	19	9
		MyITLab		MyITLab		MyITLab		
	20	21	22	23	24	25	26	10
		MyITLab		MyITLab		Fall Break		
27	28	29	30	31	1	2	11	
	MyITLab		MyITLab		MyITLab			
November	3	4	5	6	7	8	9	12
		MyITLab		MyITLab	Project 2	MyITLab		
	10	11	12	13	14	15	16	13
		MyITLab		MyITLab		MyITLab		
	17	18	19	20	21	22	23	14
		MyITLab		MyITLab		MyITLab		
24	25	26	27	28	29	30	15	
	MyITLab		Thanksgiving Break					
December	1	2	3	4	5	6	7	16
		MyITLab		MyITLab	Project 3	MyITLab		
	8	9	10	11	12	13	14	17
		Finals Week						
	15	16	17	18	19	20	21	
			Grades					