Course Description
For students with minimal personal computer skills. Use of Internet and productivity software such as word processing, spreadsheets, databases, and presentation software. The ability to log on to a personal computer, access the OSU network, and access OSU Web sites is assumed. Previously offered as CS 1002.

Course Objectives
This course will give you a working knowledge of the basic Microsoft Office products. The areas covered are:

• Understanding Windows Operating System.
• Gain a working knowledge of Microsoft Word.
• Gain a working knowledge of Microsoft Excel.
• Gain a working knowledge of Microsoft PowerPoint.

Materials
Textbook
MindTap for Cengage’s New Perspectives Collection, Microsoft® 365® & Office® 2021, 1 term Instant Access

The University Store and I have collaborated with the publisher to deliver your required digital course materials at a significantly reduced price. You will have day-one access to your materials through this course in Canvas. The charge for these materials will be billed by the University Store directly to your Bursar account after the drop/add deadline. For additional information regarding Inclusive Access, please visit https://universitystore.okstate.edu/textbooks/inclusive-access.html. If you experience problems with your access, please contact support@willolabs.com.

Important Note: Students will be given until the end of drop/add to “opt out” before being billed. Classes which begin January 16th will have until January 30th to “opt out”. To opt-out, students need to navigate to your course in Canvas and select the “Opt Out” button. Should they need to opt back in (at a later date) they may do so by submitting a support ticket at support@willolabs.com.

Hardware/Software Requirements
• Students need to have an access to Microsoft 365 or Office 365.
• You may obtain a free copy of Office 2021, as an OSU student, from the OSU IT department’s Software Distribution Center at: https://it.okstate.edu/services/software-distribution/index.html

• Assignments done using the Apple Macintosh version of Office can be sometimes problematic. Students either need to use Windows system or if that option is not available, then students can access the Virtual Lab through the web client:
  – Using Chrome or Firefox visit https://desktop.okstate.edu
  – Select "VMware Horizon HTML Access"
  – Sign in using your O-Key account.
  – Select "Virtual Lab and SAS."

Important Note: Please note that using virtual Lab through Web Client, students using Mac computers can access Windows computer at the University and complete any or all the assignments without any problem.
Canvas Classroom for the Course

The course uses Canvas which can be accessed at [https://canvas.okstate.edu](https://canvas.okstate.edu). Students can sign in using their O-Key username and password provided by OSU. After sign-in, students can see the Canvas Dashboard, which provides a list of links for the courses in which they are enrolled. This course will be listed as CS-1003-21951 Computer Proficiency. Click on that link to go to the course homepage. Near the left side of that page is a menu of links, with Home (the homepage) at the top. The five primary sections of our interests are:

- **Home** (at the top) provides you syllabus for the course. This is the page where you will see all your weekly assignments, organized on a weekly basis.
- **Announcements** (below Home) provides you with important and time-sensitive updates and comments regarding class materials. It is the responsibility of the students to keep track of the announcements regularly.
- **Assignments** (below Announcements) also provides the links to the assignments, specified in the Home page, but they are not organized in a weekly module. So, I would suggest students to use Home page to refer to the assignments, which is more neatly organized.
- **Grades** (below Assignments) shows student’s grades for the course.
- **Zoom** (below Cengage) is where the instructor and the TA will hold their office hours.

Student’s Expectations

- Assignments are given on a weekly basis, starting every Monday at 12:00 AM CT. The easiest way to keep up with the assignments 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 to get the full credit.
- The MindTap assignments are simple and generally easy. However, these assignments are built upon the previous weeks’ materials. So, it is very important for students complete the assignments regularly, and in proper order. Students are also advised to take notes as they do each week assignments.
- Assignments are auto-graded. Students are expected to check their grades and see where they lost their points. If the student believes auto-grading is not correct, then it needs to be brought into the TA’s (and instructor’s) attention within seven days from the date the grade is assigned.

Graded Materials

- All assignments need to be completed on MindTap. Each week, assignments include Training, Exam and Project.
- Assignment are graded in a scale of 100 point system and it will be clearly specified in the each assignment.
- Assignments are auto-graded. Once student submits their assignment, please take a note of your grade and see where you have lost your points. If the students believe the auto-grading is not correct, then it needs to be brought into the TA’s (and instructor’s) attention within seven days from the date the grade is assigned.
- Once the grade is made available for the 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.

Note: When students send email to the TA, please cc the instructor as well, in order to resolve the issue as quickly as possible. Always use official email address. Emails sent from outside of University official email address will not be answered.

Exams

There are no exams. Once you have completed all the assignments you are done with this course.

Assignments Due Date and Late Penalty

Each assignment needs to be submitted by the due date (which will be clearly specified in each assignment) to be eligible for the full credit.

However, students can submit assignments late up to 3 days after the due date, with a penalty of 15%. For example, for one-day late, a 15% late penalty reduces a student’s assignment grade from 100% to 85%.
Grading Scheme

Grading Criteria

100% Assignments

Grading Scale
Grades will follow the standard scale:

- **A%** 90 – 100%
- **B%** 80 – 89.99%
- **C%** 70 – 79.99%
- **D%** 60 – 69.99%
- **F%** < 60%

Collaboration Policy

OSU is committed to maintaining the highest standards of integrity and ethical conduct. This level of ethical behavior and integrity will be very strictly maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, cheating on assignment, fabricating information, helping another person cheat, unauthorized advance access to assignment, altering or destroying the work of others, and altering academic records) will result in an official academic sanction. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended from the University. You have the right to appeal the charge. Go to [http://academicintegrity.okstate.edu/](http://academicintegrity.okstate.edu/) for a video on OSU’s academic integrity policy and additional information.

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 MindTap and Canvas sites have excellent tools for detecting cheating, including plagiarism for the training, exam, project. So, please 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.

Syllabus Attachment

Other useful information, such as important dates throughout the semester, can be found on the [here](http://academicintegrity.okstate.edu/)
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>01/16 – 01/21</td>
<td>Introduction to Windows 11</td>
<td>Windows 11</td>
</tr>
<tr>
<td>Week 2</td>
<td>01/22 – 01/28</td>
<td>Word Module 1: Creating and Editing a Document</td>
<td>Word 1</td>
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<tr>
<td>Week 3</td>
<td>01/29 – 02/04</td>
<td>Word Module 2: Navigating and Formatting a Document</td>
<td>Word 2</td>
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<tr>
<td>Week 4</td>
<td>02/05 – 02/11</td>
<td>Word Module 3: Creating Tables and a Multipage Report</td>
<td>Word 3</td>
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<tr>
<td>Week 5</td>
<td>02/12 – 02/18</td>
<td>Word Module 4: Enhancing Page Layout and Design</td>
<td>Word 4</td>
</tr>
<tr>
<td>Week 6</td>
<td>02/19 – 02/25</td>
<td>PowerPoint Module 1: Creating a Presentation</td>
<td>PowerPoint 1</td>
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<tr>
<td>Week 7</td>
<td>02/26 – 03/03</td>
<td>PowerPoint Module 2: Adding Media and Special Effects</td>
<td>PowerPoint 2</td>
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<tr>
<td>Week 8</td>
<td>03/04 – 03/10</td>
<td>PowerPoint Module 3: Applying Advanced Formatting to Objects</td>
<td>PowerPoint 3</td>
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<tr>
<td>Week 9</td>
<td>03/11 – 03/17</td>
<td>PowerPoint Module 4: Advanced Animations and Distributing Presentations</td>
<td>PowerPoint 4</td>
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<tr>
<td>Week 10</td>
<td>03/18 (Mon) – 03/22 (Fri)</td>
<td>University Holiday (Spring Break)</td>
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<tr>
<td>Week 11</td>
<td>03/25 – 03/31</td>
<td>Excel Module 1: Getting Started with Excel</td>
<td>Excel 1</td>
</tr>
<tr>
<td>Week 12</td>
<td>04/01 – 04/07</td>
<td>Excel Module 2: Formatting Workbook Text and Data</td>
<td>Excel 2</td>
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<tr>
<td>Week 13</td>
<td>04/08 – 04/14</td>
<td>Excel Module 3: Performing Calculations with Formulas and Functions</td>
<td>Excel 3</td>
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<tr>
<td>Week 14</td>
<td>04/15 – 04/21</td>
<td>Excel Module 4: Analyzing and Charting Financial Data</td>
<td>Excel 4</td>
</tr>
<tr>
<td>Week 15</td>
<td>04/22 – 04/28</td>
<td>Excel Module 5: Generating Reports from Multiple Worksheets and Workbooks</td>
<td>Excel 5</td>
</tr>
<tr>
<td>Week 16</td>
<td>04/29 – 05/03</td>
<td>Pre-Finals Week (No Assignments)</td>
<td></td>
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</tbody>
</table>

This is just a tentative course schedule. It may evolve throughout the semester.