

Oklahoma State University
Department of Computer Science
CS 1003 - Computer Proficiency
Session – Fall 2020

Classes:

MSCS 108, Stillwater - **CRN 60694**
1:30-2:45 p.m., Monday & Wednesday

Instructor:

Dr. Moawia Eldow

Stillwater Office: MSCS 224

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TA: TBA

Virtual Office Hours:

Monday, 3:00-4:00 p.m., in Stillwater.

Wednesday, 3:00-4:00 p.m., in Stillwater.

Other times available by appointment.

Lectures:

will be conducted on the computer lab MSCS 108, in Stillwater. 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 2016 products. 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

Required Textbook on MyITLabs:

Text Book:

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 Syllabus section of the course Canvas site for instructions regarding how to do this.**

Important Note: Registration for this course on the MyITLab site opens on Monday, August 17, 2020, and the temporary access code is available for 14 days.

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/>. 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 f2f class on computer lab. **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 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 Pearson MyITLab and Canvas. The Canvas home page is accessible via the Internet at canvas.okstate.edu/courses, logging in to Canvas and then clicking the Computer Proficiency link as CS-1003-60694. The regular assignments can be accessed by using Pearson MyITLab and the homework assignment tips are posted to the class Canvas site.
- To access the MyITLab follow the instructions in attached file in the Syllabus section on Canvas. MyLab IT 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), **21** Homework (HW) and **6** Assessments (AS). Total of **38** 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 Finals 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 two MyITLab assignments due. 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 Assignments page, in the assignment documents, 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 **10% off per day**. 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.

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.

Other Policies due to COVID19:

Students should refer to any new policies from university, college and department regarding the COVID19.

Important Dates for Fall 2020 semester:

Classwork Begins - **Monday, Aug 17**

Registration of Pearson MyITLab - **Aug 17 ~ Aug 20**

Temporary Access Available on Pearson MyITLab - **Aug 17 ~ Aug 30 (2 weeks)**

Full Access Code Required before expiring Temporary Access Code - **Before Aug 30**

First assignment for this course - **Wednesday, Aug 24**

Fall Break - **Nov 23 to Nov 27**

Finals Week - **Dec 7 to Dec 11**

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.

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**.

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Week
Aug	16	17	18	19	20	21	22	1
	Registration to Pearson (refer to "CS1003-Eldow-Student_Registration-F20")							
	23	24	25	26	27	28	29	2
Sep		Word1 ST		Word1 HW1		Word1 HW2		3
	30	31	1	2	3	4	5	
		Word2 ST		Word2 HW1		Word2 HW2		
	6	7	8	9	10	11	12	3
		Holiday		Word3 ST		Word3 HW1		
	13	14	15	16	17	18	19	4
		Word4 ST		Word4 HW1		Word4 HW2		
20	21	22	23	24	25	26	5	
	Excel1 ST		Excel1 HW1		Excel1 HW2			
Oct	27	28	29	30	1	2	3	6
		Excel2 ST		Excel2 HW1		Excel2 HW2		
	4	5	6	7	8	9	10	7
		Excel3 ST		Excel3 HW1		Excel3 HW2		
	11	12	13	14	15	16	17	8
		Excel4 ST		Excel4 HW1		Excel4 HW2		
	18	19	20	21	22	23	24	9
		PPT1 ST		PPT1 HW1		PPT1 HW2		
	25	26	27	28	29	30	31	10
		PPT2 ST		PPT2 HW1		PPT2 HW2		
Nov	1	2	3	4	5	6	7	11
		PPT3 ST		PPT3 HW1		PPT3 HW2		
	8	9	10	11	12	13	14	12
		Word1 AS		Word2 AS				
	15	16	17	18	19	20	21	13
		Exce1 AS		Exce2 AS				
	22	23	24	25	26	27	28	14
	Fall Break			University Holiday				
Dec	29	30	1	2	3	4	5	15
		PPT1 AS		PPT2 AS				
	6	7	8	9	10	11	12	16
	Finals Week							
	13	14	15	16	17	18	19	
	Grades							