Computer Proficiency

CS 1003 – Traditional Instructional Method – Lecture Schedule Type

2020 Spring Semester

Instructor: **Dr. Manaswini Pradhan**
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Office Hours: Monday, Wednesday 11:30 to 1:30 PM and by appointment.

This is a course offered through the College of Arts and Sciences, Lower Division Requirement program. 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 a traditional instructional method lecture schedule type 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_pradhan10576'** 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, Jan 13, 2020, and is available for 14 days.**

  Text Book: Exploring Microsoft Office 2016 W/MIITLAB
  Author: Mary Anne Poatsy
  ISBN: 9780134526454
  Publisher: Prentice Hall

- 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 a traditional instructional method lecture schedule type 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 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 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_ pradhan10576**' file on the course Canvas Content/Syllabus & More page. MyITLab assignments start almost immediately with the first due Wednesday 22nd January,2020 of the second week of class.

Graded Materials:

Homework Assignments on Exploring Microsoft Office 2016 W/MyITLab

There are 35 Homework (HW) and 6 Assessments (AS).

Total 41 Assignment Submissions, graded on a 100-point system for each. Homework assignments will be scheduled.

Exams

There are no exams. Note also that there are no assignments due during Finals week. Once you have completed all assignments as of May 1, you are done with this course.

Assignment Due Dates:

There is at least one assignment due every Monday, Wednesday and Friday, from Jan 22 through May 1, 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, Jan 24, 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 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

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 Spring 2020 semester:

Classwork Begins	Monday, Jan 13
First assignment for this course	Wednesday, Jan 22
Spring Break	March 16 to March 20
Finals Week	May 4 to May 8

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.

Important dates for assignment submissions on MyITLab are shown in the calendar below: Student are allowed maximum 3 attempts for Homework (HW) and 2 attempts for Assessment (AS) to modify and submit.

Sun	Mon	Tues	Wed	Thur	Fri	Sat	Week
12	13	14	15	16	17	18	**1**
	Registration to Pearson (refer to "Student_Registration_Handout_pradhan10576.pdf")						
19	20	21	22	23	24	25	**2**
	Holiday		Word1 HW1		Word1 HW2		
26	27	28	29	30	31	1	**3**
	Word2 HW1		Word2 HW2		Word2 HW3		
2	3	4	5	6	7	8	**4**
	Word3 HW1		Word3 HW2		Word3 HW3		
9	10	11	12	13	14	15	**5**
	Word4 HW1		Word4 HW2		Word4 HW3		
16	17	18	19	20	21	22	**6**
	Excel1 HW1		Excel1 HW2		Excel1 HW3		
23	24	25	26	27	28	29	**7**
	Excel2 HW1		Excel2 HW2		Excel2 HW3		
1	2	3	4	5	6	7	**8**
	Excel3 HW1		Excel3 HW2		Excel3 HW3		
8	9	10	11	12	13	14	**9**
	Excel4 HW1		Excel4 HW2		Excel4 HW3		
15	16	17	18	19	20	21	**10**
	Spring Break						
22	23	24	25	26	27	28	**11**
	PPT1 HW1		PPT1 HW2		PPT1 HW3		
29	30	31	1	2	3	4	**12**
	PPT2 HW1		PPT2 HW2		PPT2 HW3		
5	6	7	8	9	10	11	**13**
	PPT3 HW1		PPT3 HW2		PPT3 HW3		
12	13	14	15	16	17	18	**14**
	Word1 AS		Word2 AS		Word3 AS		
19	20	21	22	23	24	25	**15**
	Excel1 AS		Excel2 AS		Excel3 AS		
26	27	28	29	30	1	2	**16**
	PPT1 AS		PPT2 AS		PPT3 AS		
3	4	5	6	7	8	9	**-**
	Finals Week						
10	11	12	13	14	15	16	**-**
			Grades				

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	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Week
Jan	12	13	14	15	16	17	18	
		Registration to Pearson (refer to "Student_Registration_Handout_pradhan10576.pdf")						**1**
	19	20	21	22	23	24	25	**2**
		Holiday		Word1 HW1		Word1 HW2		
	26	27	28	29	30	31	1	**3**
		Word2 HW1		Word2 HW2		Word2 HW3		
Feb	2	3	4	5	6	7	8	**4**
		Word3 HW1		Word3 HW2		Word3 HW3		
	9	10	11	12	13	14	15	**5**
		Word4 HW1		Word4 HW2		Word4 HW3		
	16	17	18	19	20	21	22	**6**
		Excel1 HW1		Excel1 HW2		Excel1 HW3		
	23	24	25	26	27	28	29	**7**
		Excel2 HW1		Excel2 HW2		Excel2 HW3		
March	1	2	3	4	5	6	7	**8**
		Excel3 HW1		Excel3 HW2		Excel3 HW3		
	8	9	10	11	12	13	14	**9**
		Excel4 HW1		Excel4 HW2		Excel4 HW3		
	15	16	17	18	19	20	21	**10**
		Spring Break						
	22	23	24	25	26	27	28	**11**
		PPT1 HW1		PPT1 HW2		PPT1 HW3		
	29	30	31	1	2	3	4	**12**
		PPT2 HW1		PPT2 HW2		PPT2 HW3		
April	5	6	7	8	9	10	11	**13**
		PPT3 HW1		PPT3 HW2		PPT3 HW3		
	12	13	14	15	16	17	18	**14**
		Word1 AS		Word2 AS		Word3 AS		
	19	20	21	22	23	24	25	**15**
		Excel1 AS		Excel2 AS		Excel3 AS		
	26	27	28	29	30	1	2	**16**
		PPT1 AS		PPT2 AS		PPT3 AS		
May	3	4	5	6	7	8	9	**-**
		Finals Week						
	10	11	12	13	14	15	16	**-**
				Grades				