Computer Proficiency
CS1003

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

• 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 need to have an 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 need to 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. See the attached file on the Canvas for the instructions regarding the registration instructions.

Important Note: Registration for this course on the MyITLab site opens on Tuesday, January 17, 2023, and the temporary access code is available for 14 days.

Hardware/Software Requirements
• All hardware and software needed for this course are available in the class room. Students may use other computers as necessary, provided the Microsoft® Office 2016 is installed on such computers.

• 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/software-distribution/index.html
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.

• Assignments done using the Apple Macintosh version of Office 2016 are often very problematic, and cannot always be done correctly. 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."

Instructor Info —
Shital Joshi
Office Hrs: Mon 3:00 pm - 4:00 pm
Office: MSCS 229
Shital.Joshi@okstate.edu

Course Info ——
Prereq: None
Class Schedule: Mon, Wed & Fri
Class Hours: 1:30 pm – 2:20 pm
Class Venue: Math Statistics & Computer Sci 108

TA Info ————
Peace Ishola
Office Hrs: Tue (12:00 – 1:00 pm); Thu (1:00 – 2:00 pm)
Office: TBD
peace.o.ishola@okstate.edu
**Student’s Expectations**

- There are deadlines for items every week of the semester. You need to keep up with the course work. The easiest way to keep up 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.
- The MyIT Lab 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 course site on Canvas or directly by login to MyIT Lab.
- To access the MyIT Lab follow the instructions in attached file to the Student Registration Instructions on Canvas.

**Graded Materials**

- All assignments need to be completed on MyITLab. Assignments includes Simulation Training (ST), Homework (HW) and Assessments (AS).
- Assignment can be graded in different scales from 10 to 100 point system and it will be clearly specified in the each assignment.
- Once the grade is made available for any 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 assignments you are done with this course and the last assignment need to be completed by the last working day of the semester (i.e. 5th May, 2023).

**Assignments**

Assignment due dates will be clearly specified in the Assignment Calendar page in MyITLab. It is the student’s responsibility to keep track of them. Students should expect at least one assignment every week, due at 11:59 PM, CT.

Important Note: You can access the MyITLab site free of charge for 14 days, but you need to pay to get access after that period. Failure to complete the assignment by the due date, due to delay in the registration, will be considered as student’s fault and no extension will be provided.

**Grading Scheme**

<table>
<thead>
<tr>
<th>Grading Criteria</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Assignments</td>
<td></td>
</tr>
</tbody>
</table>

**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%

Note: The total grades shown in Canvas may not reflect the proportions above. So, please either do your own calculation for grades using the proportions or meet the instructor virtually.

Curving: There will be no curving in the course.
Office hour
Office hours will be in person at instructor’s office. If you want to wear a mask, please feel free to do so, as social-distancing is not possible in my office. I will be wearing a mask.

Late Submission and Make Up Policy
• For a maximum of 7 times in a semester, students are granted excuse (with no penalty) for late submission, up to 7 days (including holidays) after the due date. Any assignment submitted after 7 days of the due date will be assigned zero. It is student’s responsibility to inform the instructor and the TA for this excuse within this 7 days.
• Once the student has exceeded 7 penalty-free late submissions, there will be a penalty of 10% (of the total marks received on the assignment) per day. After 7 days (including holidays), the assignment will be assigned zero.
• There may be events such as scheduled and emergency maintenance on Canvas sites and MyITLab, just before the due date. Read the bulletins posted on both sites regarding scheduled and emergency maintenance, and work ahead by several days to avoid late submissions.

Important Note: Once the grade is displayed on Canvas for any assignment, if students have any question/concern, then it should be resolved within 7 days from the date the grades are displayed. Failure to do so will not change grades after that.

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/ 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 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.

Syllabus Attachment
Other useful information, such as important dates throughout the semester, can be found on the here under Current Syllabus Attachment for the current semester.
## Class Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Date</th>
<th>Topic</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>01/17 – 01/22</td>
<td>Working with an Operating System: Getting Started with Microsoft® Windows® 10</td>
<td>Windows 1</td>
</tr>
<tr>
<td>Week 2</td>
<td>01/23 – 01/29</td>
<td>Office 2016 Common Features</td>
<td>Windows 1</td>
</tr>
<tr>
<td>Week 3</td>
<td>01/30 – 02/05</td>
<td>Introduction to Word: Organizing a Document Introduction to Word</td>
<td>Word 1</td>
</tr>
<tr>
<td>Week 4</td>
<td>02/06 – 02/12</td>
<td>Document Presentation: Editing and Formatting</td>
<td>Word 2</td>
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<tr>
<td>Week 5</td>
<td>02/13 – 02/19</td>
<td>Document Productivity: Working with Tables and Mail Merge</td>
<td>Word 3</td>
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<tr>
<td>Week 6</td>
<td>02/20 – 02/26</td>
<td>Collaboration and Research: Communicating and Producing Professional Papers</td>
<td>Word 4</td>
</tr>
<tr>
<td>Week 7</td>
<td>02/27 – 03/05</td>
<td>Introduction to PowerPoint: Creating a Basic Presentation</td>
<td>PowerPoint 1</td>
</tr>
<tr>
<td>Week 8</td>
<td>03/06 – 03/12</td>
<td>Presentation Development: Planning and Preparing a Presentation</td>
<td>PowerPoint 2</td>
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<tr>
<td></td>
<td>03/13 (Mon) – 03/17 (Fri)</td>
<td>University Holiday (Spring Break)</td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td>03/20 – 03/26</td>
<td>Presentation Design: Illustrations and Infographics</td>
<td>PowerPoint 3</td>
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<tr>
<td>Week 10</td>
<td>03/27 – 04/02</td>
<td>PowerPoint Rich Media Tools: Enhancing with Multimedia</td>
<td>Powerpoint 4</td>
</tr>
<tr>
<td>Week 11</td>
<td>04/03 – 04/09</td>
<td>Introduction to Excel: Creating and Formatting a Worksheet</td>
<td>Excel 1</td>
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<tr>
<td>Week 12</td>
<td>04/10 – 04/16</td>
<td>Introduction to Excel: Creating and Formatting a Worksheet</td>
<td>Excel 1</td>
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<tr>
<td>Week 13</td>
<td>04/17 – 04/23</td>
<td>Excel Formulas and Functions: Performing Quantitative Analysis</td>
<td>Excel 2</td>
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<tr>
<td>Week 14</td>
<td>04/24 – 04/30</td>
<td>Charts: Depicting Data Visually</td>
<td>Excel 3</td>
</tr>
<tr>
<td>Week 15</td>
<td>05/01 – 05/05</td>
<td>Datasets and Tables: Managing Large Volumes of Data</td>
<td>Excel 4</td>
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</tbody>
</table>

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