

Oklahoma State University Institute of Technology
Online Common Syllabus
Spring 2018

CS-1013 Computer Literacy & Applications

An applied exploration of personal computing in which students learn system operation and maintenance, Internet technologies and primary desktop applications. Theory.

Course Purpose:

The purpose of this course is to become proficient with popular business computer applications, which will be useful in most coursework and careers.

Type of Course: Theory

Credit Hours: 3; Total clock hours of theory per semester: 45;

Total clock hours of lab per semester: 0; Total clock hours of clinical per semester: N/A.

Class Length: Full Semester

Class Format: Fully online

Class Days and Times: N/A

Prerequisites: None

Instructor Name: Miller, Ron & Files, David

Instructor Phone: (918) 293-5340

Office: Learning Resource Bldg. #105

Instructor Email: ronald.miller@okstate.edu

Contact: My preferred method of contact is email. Please allow 24-48 hours to return your correspondence during the normal work week.

Instructor's Office Hours: Monday – Friday 8AM – 9AM. Appointment recommended. Other times by appointment.

School Name: School of Arts & Sciences

School Main Phone: 918-293-4768

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts: Microsoft Office 2013 in Practice, Nordell, Wood, Easton and Graves
ISBN# 9780077801205. This is an e-book. Purchase the code from the
OSUIT Bookstore. Call the Bookstore for instructions on purchasing the
e-book if you are not on campus at:
(918) 293-4950 Monday – Friday 7:30 – 4:30.

References: Supporting sites as provided with e-book.

Materials: Computer, internet access (High-speed connection is best.)

Uniform/Tools: N/A

Estimated Cost for Materials: \$ 180.00

Estimated Cost for Uniform/Tools: \$ 0.00

Optional Resources: N/A

Upon completion of the course, students should:

Course Objectives	Assessment of Objectives
Use basic computer components including the Windows Operating System.	Unit Exams
Manage user accounts including the use and organization of email messages & contacts, file storage, and O-Key.	Unit Exams
Use the internet to browse, search, and locate resources.	Unit Exams
Use MS Word to produce professional quality documents used in academic and workplace environments.	Word Unit Exam*
Create spreadsheets in MS Excel; using a variety of formatting techniques, formulas, multiple worksheets, and charts used in academic and workplace environments.	Excel Unit Exam*
Prepare informative and visually attractive PowerPoint presentations that may include hyperlinks, clipart, tables and animation used in academic and workplace environments.	PowerPoint Unit Exam*

Aspects of the course objective assessments may be used in the university's assessment of student learning. If applicable, an asterisk (*) above indicates this assignment is used in the university assessment program.

COURSE ACTIVITIES

In this course students will:

- View videos that depict the various concepts.
- Complete assigned projects in SIMnet.
- Follow step-by-step directions from book to create a variety of MS Word 2013 Documents: letters, flyers, envelopes, research paper, and more.
- Follow step-by-step directions from book to create a variety of MS Excel 2013 spreadsheets using data, formulas, charts, graphs, and more.
- Follow step-by-step directions from book to create and edit MS PowerPoint 2013 Presentations using text, Clip Art, SmartArt, animation, transitions, and more.
- Participate in individual presentations.
- Compile a portfolio of work produced.
- Take examinations.
- Complete reading assignments.
- Complete required to do quizzes.
- Complete required Unit Exams after each Word, Excel, and PowerPoint.
- Participate in class activities as assigned by the instructor.
- Send and receive email as needed.

EVALUATION - GRADES WILL BE BASED ON THE QUALITY AND COMPLETION OF THESE TASKS:

SIMbook Assignments	20.0%	OSUIT Grading Scale A = 90%-100% B = 80%-89% C = 70%-79% D = 60%-69% F = 59% & below
Chapter Quizzes	4.5%	
Projects	42.5%	
Unit Exams*	30.0%	
Discussion Board	3.0%	
Total	<u>100%</u>	

*The student's grade for this assignment will be used in the university's assessment of student learning. A 70% competency or higher receives a Pass rating. This Pass/Fail rating is independent of the student's course grade.

Daily and/or weekly quizzes, small weekly assignments and similar type projects: Normal return time to student by next class meeting or no later than one (1) week.

Extensive assignments, large lab projects, extensive quizzes, exams and similar type projects: Normal return time to students in one (1) to two (2) weeks.

RECOMMENDED STUDENT COMPETENCIES/SKILLS

- Score 75 or higher on the Reading Accuplacer Exam
- Read and follow step-by-step instructions in order
- Have basic computer skills and know how to access the online classroom

- Ask for assistance when needed
- Manage time effectively

AUTHORIZED TOOLS

Students may use any/all course materials, including books and notes, while participating in classroom activities. All quizzes and written assignments are to be completed independently; no collaboration with classmates is permitted and any instance of such will be considered academic dishonesty.

LATE WORK

- Late work may be accepted for possible full credit if approval from the instructors is granted in advance, except due to emergencies.
- Work that is late due to SIMnet or Brightspace interruptions will be determined by the instructor.
- All work (AIMbook, Guided Projects, Independent Projects, Quizzes and Test.) may be completed by the Due Date for possible full credit. All assigned work, except SIMbook assignments with “show me” “guide me” and “let me try” scoring, may be turned in before 04/20/18 11:59 PM with an additional 10% reduction in points. For example: If an assignment is worth 20 points, you score a 14 but turn it in late. After the 10% deduction for being late the final score would be 12.
- A reduced score is always better than a zero!

TESTING

Testing will be within the SIMnet online classroom. Testing will be expected to be completed by the individual student. No collaboration during a test, or sharing of questions or answers is permitted. Academic dishonesty will be handled in accordance to OSUIT policy.

OTHER LAB AND CLASSROOM POLICIES

Academic integrity is important when completing Independent Projects. Do not share files as they will be flagged as not your independent work and will be handled in accordance to the OSUIT Academic Dishonesty policy.

ONLINE COURSE INTERACTION

OSUIT requires all online courses to include interaction between students, peers and instructors. Our online courses use a variety of tools to build a community of learners and strengthen engagement between students and their peers, as well as between students and the instructor. Communication tools used in courses may include Discussion, News, and Email. Read the syllabus completely to determine which of these methods you, your classmates and your instructor will use for interaction.

General guidelines for student conduct while interacting within an online course include: (1) Use proper language in all communications; (2) Harassment of any type will not be tolerated; (3) No jokes, insults or threats of an offensive nature.

For more information, go to: <http://osuit.edu/center/netiquette>

SYLLABUS ATTACHMENT

View the Syllabus Attachment, which contains other important information, by visiting http://osuit.edu/center/student_syllabus_information

Course Outline Schedule	Assignment	Due Date (All due by 11:59 PM)
Week 1	<ul style="list-style-type: none">• Welcome to CS-1013 Introduce Yourself Discussion post	01/12/18
Week 2	<ul style="list-style-type: none">• Overview - Chapter 1 - Windows 8 and Office 2013 Overview• Chapter 1 – Introduction• Chapter 2 – Hardware• Chapter 3 – Software• Chapter 4 - The Internet• Chapter 5 - Networking & Security	01/14/18 01/14/18 01/14/18 01/14/18 01/14/18
Week 3	<ul style="list-style-type: none">• Word - Chapter 1 - Creating and Editing Documents• Word 2013 In Practice - Ch 1 Guided Project 1-2• Word 2013 In Practice - Ch 1 Independent Project 1-6• Word Chapter 1 Quiz (CS 1013)	01/21/18 01/21/18 01/21/18 01/21/18
Week 4	<ul style="list-style-type: none">• Word - Chapter 2 - Formatting and Customizing Documents• Word 2013 In Practice - Ch 2 Guided Project 2-2• Word 2013 In Practice - Ch 2 Independent Project 2-4• Word Chapter 2 Quiz (CS 1013)	01/28/18 01/28/18 01/28/18 01/28/18
Week 5	<ul style="list-style-type: none">• Word - Chapter 3 - Working with Reports and Multipage Documents• Word 2013 In Practice - Ch 3 Guided Project 3-1• Word 2013 In Practice - Ch 3 Improve It Project 3-7• Word Chapter 3 Quiz (CS 1013)	02/04/18 02/04/18 02/04/18 02/04/18
Week 6	<ul style="list-style-type: none">• Word - Chapter 4 - Using Tables, Columns, and Graphics• Word Unit Exam 1• Excel - Chapter 1 - Creating and Editing Workbooks (Available 2/7/18, do not start until after completing the Word Unit Exam)	02/11/18 02/11/18 02/18/18
Week 7	<ul style="list-style-type: none">• Excel 2013 In Practice - Ch 1 Independent Project 1-5• Excel 2013 In Practice - Ch 1 Independent Project 1-6• Excel Chapter 1 Quiz (CS 1013)• Excel - Chapter 2 - Working with Formulas and Functions	02/18/18 02/18/18 02/18/18 02/18/18

Week 8	<ul style="list-style-type: none"> • Excel 2013 In Practice - Ch 2 Guided Project 2-2 • Excel 2013 In Practice - Ch 2 Independent Project 2-4 • Excel Chapter 2 Quiz (CS 1013) • Excel - Chapter 3 - Creating and Editing Charts 	02/25/18 02/25/18 02/25/18 02/25/18
Week 9	<ul style="list-style-type: none"> • Excel 2013 In Practice - Ch 3 Guided Project 3-3 • Excel 2013 In Practice - Ch 3 Independent Project 3-4 • Excel Chapter 3 Quiz (CS 1013) • Excel Unit Exam 1 	03/04/18 03/04/18 03/04/18 03/04/18
Week 10	<ul style="list-style-type: none"> • PowerPoint - Chapter 1 - Creating and Editing Presentations • PowerPoint 2013 In Practice - Ch 1 Guided Project 1-2 • PowerPoint 2013 In Practice - Ch 1 Independent Project 1-6 • PowerPoint Chapter 1 Quiz (CS 1013) 	03/11/18 03/11/18 03/11/18 03/11/18
Week 11	<ul style="list-style-type: none"> • PowerPoint - Chapter 2 - Illustrating with Pictures and Information Graphics • PowerPoint 2013 In Practice - Ch 2 Guided Project 2-3 • PowerPoint 2013 In Practice - Ch 2 Independent Project 2-6 • PowerPoint Chapter 2 Quiz (CS 1013) 	03/18/18 03/18/18 03/18/18 03/18/18
Spring Break	<ul style="list-style-type: none"> • No work due this week! 03/19/18 – 03/23/18 • A great time to do some catch up work? 	
Week 12	<ul style="list-style-type: none"> • PowerPoint - Chapter 3 - Preparing for Delivery and Using a Slide Presentation • PowerPoint 2013 In Practice - Ch 3 Guided Project 3-1 Part A 	04/01/18 04/01/18
Week 13	<ul style="list-style-type: none"> • PowerPoint 2013 In Practice - Ch 3 Guided Project 3-1 Part B • PowerPoint 2013 In Practice - Ch 3 Independent Project 3-6 Part A 	04/08/18 04/08/18
Week 14	<ul style="list-style-type: none"> • PowerPoint 2013 In Practice - Ch 3 Independent Project 3-6 Part B • PowerPoint Chapter 3 Quiz (CS 1013) 	04/15/18 04/15/18
Week 15	<ul style="list-style-type: none"> • Power Point Unit 1 Exam 	04/19/18

Schedule is subject to change at instructor discretion.