

Oklahoma State University Institute of Technology
Online Common Syllabus
Spring 2017

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.

Type of course: Theory

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

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

Class length - Full Semester

Class format - Fully Online

Required synchronous meetings: None

Prerequisites: None

Instructor Name: Ron Miller

Instructor Phone: (918) 293-5340

Office: Learning Resource Center. 105C **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: Mondays and Wednesdays 8:00 AM – 9:00 AM. Other times by mutual arrangement.

School Name: School of Arts & Sciences

School's Main Phone: 918-293-4768

REQUIRED TEXT, REFERENCES, AND MATERIALS

Text:

Microsoft Office 2013 in Practice

(This is an e-book with access to all of the assignments for this course.)

Nordell, Wood, Easton, and Graves

ISBN # 9780077801205 (You should purchase your access code at the OSUIT bookstore.)

References:

Supporting sites as provided; access to a computer with Microsoft Office 2013, reliable Internet access

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

Uniform/Tools: None

Estimated Cost for Materials: \$ 180.00

Estimated Cost for Uniform/Tools: \$ 0

ONLINE COURSE INTERACTION – Netiquette

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 this course may include Discussion, News, Blackboard Collaborate, and Email. Read the syllabus

completely to determine which of these methods you, your classmates and your instructor will use for interaction.

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:

- Participate in class discussions and activities.
- 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 group and 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..... | 22.4% | or | 224 points |
| Chapter Quizzes..... | 4.5% | or | 45 points |
| Projects..... | 40.1% | or | 401 points |
| Unit Exams*..... | 30% | or | 300 points |
| Discussion Board Participation..... | 3% | or | 30 points |
| Total | <u>100.00%</u> | or | <u>1,000 points</u> |

| |
|---|
| <p>OSUIT Grading Scale</p> <p>A = 90%-100%</p> <p>B = 80%-89%</p> <p>C = 70%-79%</p> <p>D = 60%-69%</p> <p>F = 59% & below</p> |
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|--|
| <p>Grade = Points Needed</p> <p>A = 900 +</p> <p>B = 800 – 899</p> <p>C = 700 – 799</p> <p>D = 600 – 699</p> <p>F = Less than 600</p> |
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*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.

AUTHORIZED TOOLS

Examples: Students may use any/all course materials, including books and notes, while participating in classroom activities. Discussing class topics and peer-to-peer interactions in the Discussion tool are encouraged. All quizzes and written assignments are to be completed independently; no collaboration with classmates is permitted while taking quizzes and exams, and any instance of such will be considered academic dishonesty.

Students will need access to a computer with Microsoft Office 2013. It is not okay to use a computer with an older version of MS Office. Microsoft changed options and features between the versions. Using an older version of MS Office will result in portions of your assignments not being correct. Newer versions may also yield incorrect results. Using Microsoft Office 2013 is the best way to ensure your work may result in the best possible grades.

LATE WORK

All work in this class is important. None of it is 'busy work.' Lessons build upon each other and are important to final projects and exams.

In general, the nature of the SIMnet environment does not allow for late work. If there are extenuating circumstances late work may, or may not, be accepted as allowed by the instructor. The instructor's decision is final. If circumstances allow it is always best to discuss a potential issue prior to turning in late work. It may be possible to make arrangements in advance, but not guaranteed.

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.

UNIVERSITY & COURSE EXPECTATIONS

It is the responsibility of each OSUIT student to read, abide by and maintain a copy of the syllabus for this course. Syllabi are available on the OSUIT website.

Students understand that excerpts or portions of their work may be utilized for institutional assessment purposes. The purpose of institutional assessment is for verification of student learning and program improvement. Every effort will be made to keep this information confidential.

AMERICANS WITH DISABILITIES ACT (ADA)

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of Academic Accommodations/LASSO Center. Please advise the instructor of your disability as soon as possible, and contact The LASSO Center, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To

receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. The LASSO Center is located on the 3rd floor of the Noble Center. You may call [918.293.4855](tel:918.293.4855) for more information or fax documentation to [918.293.4853](tel:918.293.4853).

ACADEMIC DISHONESTY

Academic dishonesty or misconduct is neither condoned nor tolerated at OSUIT. Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action.

Academic dishonesty and/or misconduct includes, but is not limited to, the following actions:

(1) Plagiarism: the representation of previously written, published, or creative work as one's own; (2) Unauthorized collaboration on projects; (3) Cheating on examinations; (4) Unauthorized advance access to exams; (5) Fraudulent alteration of academic materials; (6) Knowing cooperation with another person in an academically dishonest undertaking. Students are required to actively protect their work against misuse by others. For details, refer to The OSUIT Student Handbook (Student Rights and Responsibilities Governing Student Behavior) available online at http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf.

Attendance Policy for Online courses:

A primary component of OSUIT's Mission is: "to prepare and sustain a diverse student body as competitive members of a world-class workforce." Regular and consistent attendance not only aids in academic success, dependable attendance is a requirement in today's real-world employment; therefore, regular and consistent attendance is a requirement in all OSUIT courses.

Definition:

Absent: Failing to *actively participate* in online coursework during a standard week timeframe for a given course.

- A. Students must demonstrate attendance through *active participation* in the course at least once every seven days. Simply logging into the course does not constitute active participation.
- B. Active participation is defined as the completion of required activities such as:
 - 1. Completion of online quizzes or exams
 - 2. Submission of assignments
 - 3. Participation threaded discussions, or
 - 4. Involvement in discussion question as determined by the instructor and indicated in the course syllabus.
- C. Calculations for weekly to percentage ratios
 - 1. Missing 1 of 15 weeks = 6.67%
 - 2. Missing 2 of 15 weeks = 13.33%
 - 3. Missing 3 of 15 weeks = 20%
 - 4. Missing 1 of 7.5 weeks = 13.33%
 - 5. Missing 1.5 of 7.5 weeks = 20%

Procedures:

Early Intervention:

- A. Any student who misses 10% of an individual course (or earlier at faculty discretion) during a regular fifteen-week semester, or the equivalent portion of time in a shorter session, will have their name submitted by that course instructor to the OSUIT Early Alert System for retention intervention.

- B. At the point the Early Alert is issued, the student *must* meet with their assigned faculty advisor or designated faculty/staff member within seven (7) academic calendar days for counseling on how to improve their attendance and academic success.

Excessive Absences:

- A. The University reserves the right to administratively withdraw any student from an individual course who misses 20% of that course, whether excused or unexcused, and, in the opinion of the instructor, the student does not have a reasonable opportunity to be successful in the course.
- B. Students should be aware any of the following may impact their financial aid:
1. being administratively withdrawn from a course
 2. dropping a course
 3. their last date of attendance in a course

Please see OSUIT Policy 2-021 for full details and procedures.

Instructions for Specific Tasks and Assignments

Most assignments for this course will be completed in SIMnet. You must have your access code purchased in order to submit assignments. Throughout this course you will complete a variety of assignments:

- SIMbooks
- Quizzes over individual SIMbooks
- Projects covering individual SIMbooks
- Unit Exams covering each MS Office application covered: Word, Excel, and Power Point

SIMbooks

Note: These assignments are completed in a simulated environment. This means you can complete these on a Smart phone, tablet, computer, or other device with internet access. These can be completed without MS Office on the computing device you are using.

The SIMbooks in this course are the individual chapters from the e-book. You should read each chapter as you work through the assignments. You may need the information from the chapters for future assignments. Within the chapters you encounter the three buttons shown below:



- The Show Me button will be a short video, most less than 1 minute, walking you through a specific skill.
- The Guide Me button will give you step-by-step instructions on how to do the skill demonstrated in the Show Me stage.
- The Let Me Try button is the stage that is grades. The instructions will tell you to do a skill, but it will not give you the step by step instructions.

The number of questions/skills from each chapter will vary.

Remember, SIMbook assignments cannot be submitted past the original due date and time.

Quizzes (These are grouped with the exams in SIMnet.)

Note: These assignments are completed in a simulated environment. This means you can complete these on a Smart phone, tablet, computer, or other device with internet access. These can be completed without MS Office on the computing device you are using.

Each chapter will have a short 10 question quiz at the end. The questions will vary between multiple choice, true/false, and fill in the blank. It is important you read the chapters to ensure you either know or can quickly find the answers. Each quiz has a 45 minute time limit.

The quizzes are grouped with the exams in SIMnet; however, the title of each assignment will help you identify the quizzes. A sample quiz title will be “Word Section 1.” Each section of the textbook will have a quiz.

Projects

Note: These assignments require you use a computer with MS Office 2013. A few of these are Mac compatible. You must download the original file and instructions for these assignments from YOUR own account in SIMnet.

These assignments will have you download a file from SIMnet. You will complete 1 – 3 projects at the end of each chapter (Word Section 1, Word Section 2, Word Section 3, etc.). These assignments will tie the individual skills you learned in the chapter together.

The instructions will tell you to make changes to the file. However, unlike previous assignments in the SIMbooks, you will not have the hints and Show Me and Guide Me options. You can refer

to the chapter if you are unsure on how to complete a skill. These assignments will typically have you use most if not all of the skills you learned in that chapter. Once you have completed all of the instructions, you will upload the file to SIMnet for grading.

Unit Exams

Note: These assignments are completed in a simulated environment. This means you can complete these on a Smart phone, tablet, computer, or other device with internet access. These can be completed without MS Office on the computing device you are using.

This course has three unit exams. You will complete an exam at the end of each application unit: MS Word, MS Excel, and MS PowerPoint. Each unit exam will have 20 – 35 skills from the particular application. You will have 55 minutes to complete each unit exam.

These Unit Exams are open book and open note; however, it is not acceptable to receive assistance from friends, family, classmates, co-workers, instructors, school employees, etc. on the exams. Your submitted exams should represent your individual efforts only. You have one attempt at each question and each exam. The unit exams are used as the Assessment tool for computer literacy.

Course Schedule on Following Pages

Course Schedule for Spring 2017

| Course Schedule | | | |
|--------------------------------|---|--|------------------|
| Course Outline Schedule | Topic | Assignment | Due Date |
| Week 1 | Welcome to Class | Email to Instructor (Bonus Points). Purchase eBook and begin assignments. | 1/22/17 11:59 PM |
| Week 2 | An Introduction to Technology, Hardware, Software, The Internet, Networking & Security, Windows 8 and an Office 2013 Overview | Read & complete SIMbook Introduction: <ul style="list-style-type: none"> •Technology (14 pgs) •Hardware (11 pgs) •Software (12 pgs) •The Internet (14 pgs) •Networking & Security (12 pgs) •Windows 8 and an Office 2013 Overview (19 pgs) A total of 82 pages. | 1/22/17 11:59 PM |
| Week 3 | Microsoft Word 2013 | <ul style="list-style-type: none"> •Read & complete SIMbook Word Chapter 1 (24 pgs) •Word Chapter 1 Quiz in SIMnet Complete & Submit in SIMnet: <ul style="list-style-type: none"> •Word Guided Project 1-2 in SIMnet (2 attempts possible if turned in with enough time to make corrections & re-submit.) •Word Independent Project 1-6 (2 attempts possible if turned in with enough time to make corrections & re-submit.) | 1/22/17 11:59 PM |
| Week 4 | Microsoft Word 2013 | <ul style="list-style-type: none"> •Read & Complete SIMbook Word Chapter 2 (24 pgs) •Word Chapter 2 Quiz in SIMnet Complete & Submit in SIMnet: <ul style="list-style-type: none"> •Word Guided Project 2-2 (2 attempts possible if turned in with enough time to make corrections & re-submit.) •Word Independent Project 2-4 (2 attempts possible if turned in with enough time to make corrections & re-submit.) | 1/29/17 11:59 PM |

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| Week 5 | Microsoft Word 2013 | <ul style="list-style-type: none"> •Read & Complete SIMbook Word Chapter 3 (22 pgs) •Complete Word Chapter 3 Quiz in SIMnet Complete & Submit in SIMnet: <ul style="list-style-type: none"> •Word Guided Project 3-1 (2 attempts possible if turned in with enough time to make corrections & re-submit.) •Word Independent Project 3-7 (2 attempts possible if turned in with enough time to make corrections & re-submit.) | 2/5/17 11:59 PM |
| Week 6 | Microsoft Word 2013 | <ul style="list-style-type: none"> •Read & Complete SIMbook Word Chapter 4 (22 pgs) •Unit Exam 1: Word | 2/12/17 11:59 PM |
| Week 7 | Microsoft Excel 2013 | <ul style="list-style-type: none"> •Read & Complete SIMbook Excel Chapter 1 (25 pgs) •Complete Excel Chapter 1 Quiz in SIMnet | 2/19/17 11:59 PM |
| Week 8 | Microsoft Excel 2013 | <p>Complete & Submit in SIMnet:</p> <ul style="list-style-type: none"> • Excel Guided Project 1-5 (2 attempts possible if turned in with enough time to make corrections & re-submit.) •Excel Independent Project 1-6 (2 attempts possible if turned in with enough time to make corrections & re-submit.) | 2/26/17 11:59 PM |
| Week 9 | Microsoft Excel 2013 | <ul style="list-style-type: none"> •Read & Complete SIMbook Excel Chapter 2 (22 pgs) •Complete Excel Chapter 2 Quiz in SIMnet Complete & Submit in SIMnet: <ul style="list-style-type: none"> •Excel Guided Project 2-2 (2 attempts possible if turned in with enough time to make corrections & re-submit.) •Excel Independent Project 2-4 (2 attempts possible if turned in with enough time to make corrections & re-submit.) | 3/5/17 11:59 PM |
| Week 10 | Microsoft Excel 2013 | <p>Read & Complete SIMbook Excel chapter 3 (23 pgs)</p> <ul style="list-style-type: none"> •Complete Excel Chapter 3 Quiz in SIMnet Complete & Submit in SIMnet: <ul style="list-style-type: none"> •Excel Guided Project 3-3 (2 attempts possible if turned in with enough time to make corrections & re-submit.) •Excel Independent Project 3-4 (2 attempts possible if turned in with enough time to make corrections & re-submit.) | 3/12/17 11:59 PM |
| Spring Break | | | |
| Week 11 | Microsoft Excel 2013 | Unit Exam: Excel | 3/26/17 11:58 PM |

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| Week 12 | Microsoft PowerPoint 2013 | <p>Read & Complete SIMbook PowerPoint Chapter 1 (25 pgs)</p> <ul style="list-style-type: none"> •Complete PowerPoint Chapter 1 Quiz in SIMnet <p>Complete & Submit in SIMnet:</p> <ul style="list-style-type: none"> •PowerPoint Guided Project 2-3 (2 attempts possible if turned in with enough time to make corrections & re-submit.) •PowerPoint Independent Project 2-6 (2 attempts possible if turned in with enough time to make corrections & re-submit.) | 4/2/17 11:58 PM |
| Week 13 | Microsoft PowerPoint 2013 | <p>Read & Complete SIMbook PowerPoint Chapter 2 (26 pgs)</p> <ul style="list-style-type: none"> •Complete PowerPoint Chapter 2 Quiz in SIMnet <p>Complete & Submit in SIMnet:</p> <ul style="list-style-type: none"> •PowerPoint Guided Project 2-3 (2 attempts possible if turned in with enough time to make corrections & re-submit.) •PowerPoint Independent Project 2-6 (2 attempts possible if turned in with enough time to make corrections & re-submit.) | 4/9/17 11:58 PM |
| Week 14 | Microsoft PowerPoint 2013 | <p>Read & Complete SIMbook PowerPoint Chapter 3 (26 pgs)</p> <ul style="list-style-type: none"> •Complete PowerPoint Chapter 3 Quiz in SIMnet <p>Complete & Submit in SIMnet:</p> <ul style="list-style-type: none"> •PowerPoint Guided Project 3-1 Part A •PowerPoint Guided Project 3-1 Part B •PowerPoint Independent Project 3-6 Part A •PowerPoint Independent Project 3-6 Part B | <p>4/16/17 11:59 PM</p> <p>4/16/17 11:59 PM</p> <p>4/16/17 11:59 PM</p> <p>4/19/17 11:59 PM</p> <p>4/16/17 11:29 PM</p> <p>4/19/17 11:59 PM</p> |
| Week 15 | Microsoft PowerPoint 2013 | Unit Exam: PowerPoint | 4/19/17 11:59 PM |

Schedule is subject to change at instructor discretion.