

**Oklahoma State University Institute of Technology**  
**Face-to-Face 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 college 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: 0

**Class Length:** *Full Semester*

**Class Days and Times:** *Tuesdays and Thursdays 9:30 am – 10:55 am*

**Prerequisites:** *None*

**Instructor Name:** *Jennifer Hicks*

**Instructor Phone:** *(918) 293-5355*

**Office:** *Noble Center 212 A*

**Instructor Email:** *jennifer.hicks@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 & Wednesdays 8:30 am – 12:30 pm*

*Tuesdays & Thursdays 8:30 am – 9:30 am and 12:30 pm – 1:00 pm*

*Other days and times by appointment.*

**School Name:** Arts & Sciences

**School Main Phone:** 918-293-4768

**REQUIRED TEXT, REFERENCES, AND MATERIALS**

**Texts:**

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:**

*None*

**Materials:**

access to a computer with Microsoft Office 2013, access to a computer with reliable Internet access  
 USB flash drive at least 1 GB, Ear phones (required for all on-campus sections), writing utensils and  
 paper for note taking

**Uniform/Tools:**

*None*

**Estimated Cost for Materials:**

\$ 190

**Estimated Cost for Uniform/Tools:**

\$ 0

**Optional Resources:** None

**Upon completion of the course, students should:**

<b>Course Objectives</b>	<b>Assessment of Objectives</b>
Identify and 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:

- Utilize Desire2Learn (D2L) for announcements, course information, discussion board, and grades.
- Read sections from the text as specified in assignment schedule.
- 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.
- Participate in class activities as assigned by the instructor
- Follow step-by-step directions from book to create and edit MS PowerPoint 2013 Presentations using text, Clip Art, SmartArt, animation, transitions, and more.
- Complete required quizzes after each section.
- Complete required Unit Exams after each Word, Excel, and PowerPoint.

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

Simbook Assignments .....	17.23%	or	224 points
Chapter Quizzes .....	3.46%	or	45 points
Projects .....	30.85%	or	401 points
Unit Exams* .....	23.08%	or	300 points
Participation Points .....	25.38%	or	330 points
<b>Total</b>	<u>100.00%</u>	or	<u>1,300 points</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.

I do not round grades up. If you want a “B” in this course, you need to earn 80% of the points. A 79.9999999% is still a “C.”

<b>OSUIT Grading Scale</b>
A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% & below

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
- Work outside of class on coursework not completed during class hours (this one is only applicable in Face to Face sections)

## AUTHORIZED TOOLS

*Students can use textbook and notes to complete their homework assignments. Textbook and notes are also allowed on the quizzes and exams. However, each student is expected to complete his/her own work independently. Any instance of students collaborating on assignments will be considered academic dishonesty. All parties involved will receive a zero on the assignment, and I will submit their names to the Student Conduct office for Academic Dishonesty.*

## LATE WORK

All assignments are expected to be submitted **on or before the date and time listed** on the assignment schedule. My official late work policy is late assignments will not be accepted. However, you will be able to submit some assignments past the due date for a reduced grade.

The assignment schedule included in this syllabus will help you plan ahead, so you can get your work done on time. It is the student's responsibility to complete and submit simbook assignments, quizzes, exams, projects, etc. before the due date and time. If you choose to work ahead of the schedule, that is great. However, if you work slower than the schedule, you will quickly realize that it be difficult to be successful in this class. **(Do not fall behind—stay on top of your assignments and due dates!)**

I recommend you not wait until the due date to try to rush through one or more assignments, projects, quizzes, or exams as the deadline is approaching. **The due date is not the day you should first attempt an assignment or a week's worth of assignments; it is the last possible time you will be allowed to submit your assignment(s).** It is up to each student to plan his or her time so all assignments will be submitted on time—this includes planning for technical difficulties such as problems with the computer, Internet Service Provider, Simnet, or Desire2Learn (D2L). If the student waits until near the deadline and does experience such difficulties, the work is **late, and a penalty will be accessed on the grade.** To receive full credit, assignments must be completed and submitted to the correct location by the deadline on the assigned due date.

Simbook assignments cannot be submitted late. These short activities must be completed by the assigned due date. If you upload or submit an assignment after the due date and time, the assignment will be designated as late and the grade for the late assignment will be a zero.

Quizzes, exams, and projects may be submitted up to one week late; however, the grade will be reduced by 10% if the assignment is submitted after the posted due date and time.

Please focus on due dates and times, as they vary for each course. My deadlines for this course this semester is 4:00 pm CST on Friday. Please do not ask for exceptions to this policy because they will not be granted. If due dates and times during the day are an issue for you, I suggest you plan to work ahead of the schedule and submit your assignments the night before they are due.

The assignment schedule starts at a slow pace to allow students to get all required materials and access to the OSU system and Simnet, as well as, get acclimated to this class. I encourage you to take advantage of this slow start to work on assignments ahead of the schedule. This will give you plenty of time to ask questions and get answers prior to the due date. Furthermore, this will give you some flexibility when "life" occurs (sick child, forgot about assignment, family crisis, kid's activities, called in at work, holidays, etc.). If you choose not to work ahead, when "life" happens, you will likely get a zero on the assignment(s) because you missed the due date and time.

## TESTING

This course has three unit exams. You will complete a unit 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 two attempts at each exam. The unit exams are used as the Assessment tool for computer literacy. Please do not miss or overlook these exams, as I do not give make-up exams beyond the one week late submission.

**OTHER LAB AND CLASSROOM POLICIES**

The primary purpose of the computer labs on campus is to support the educational process. Priority use of computer labs will be given to students for the completion of assignments, exercises, and projects for academic courses. **Food and drinks are prohibited in the computer labs.** For detailed information regarding computer usage, e-mail, and network policies, please refer to the Student Handbook

[http://www.osuit.edu/campus\\_community/cis/computer\\_usage.php](http://www.osuit.edu/campus_community/cis/computer_usage.php).

Computers are available in the campus library, LASSO Center (NCAT Rooms 308 and 309), Noble Center rooms 101, 102, 104, 106, 107, 204, 303, 304, & 305 for general student use when classes aren't being conducted. The OSUIT library also has a program called Tech 2 Go, which allows students to check out technology. Use these campus computers if you need more time than allotted in class or need to catch up on assignments due to missed class time.

Other public areas you may be able to use if you have internet difficulties include local public libraries, restaurants, bookstores, college campuses, etc.

**SYLLABUS ATTACHMENT**

View the Syllabus Attachment, which contains other important information, by visiting

[http://osuit.edu/center/student\\_syllabus\\_information](http://osuit.edu/center/student_syllabus_information)

The remainder of the syllabus lists all of the assignments for this course with the point value and due date listed. You should keep this assignment schedule close for easy reference.

All assignments are due at 4:00 pm CST on the listed due date.

<b>Tentative Course Schedule</b>			
<b>All assignments are due at 4:00 pm CST on the listed due date.</b>			
<b>Course Outline Schedule</b>	<b>Topic</b>	<b>Assignment</b>	<b>Due Date</b>
Week 1	Welcome to class	Email to instructor (Bonus Points) Set-up SimNet Account  Start Reading and working on assignments due next week. If you do not start this week, you will have a lot of reading to do next week.	Wednesday January 10

Week 2	Introductions to Technology Hardware Software The Internet Networking & Security Windows 8 & Office 2013 Overview	Read and complete Simbook Introduction to Technology (14 pages) Read and complete Simbook Hardware (11 pages) Read and complete Simbook Software (12 pages) Read and complete Simbook The Internet (14 pages) Read and complete Simbook Networking & Security (12 pages) Read and complete Simbook Windows 8 and Office 2013 Overview (19 pages)	Friday January 12
Week 3	Microsoft Word 2013	Read & complete Word Chapter 1 Simbook (24 pages) Complete and submit Word Guided Project 1-2 in Simnet	Friday January 19
Week 4	Microsoft Word 2013	Complete Word Chapter 1 Quiz in Simnet Complete and submit Word Independent Project 1-6 in Simnet	Friday January 26
Week 5	Microsoft Word 2013	Read & complete Word Chapter 2 Simbook (26 pages) Complete Word Chapter 2 Quiz in Simnet Complete and submit Word Guided Project 2-2 in Simnet Complete and submit Word Independent Project 2-4 in Simnet	Friday February 2
Week 6	Microsoft Word 2013	Read & complete Word Chapter 3 Simbook (22 pages) Complete Word Chapter 3 Quiz in Simnet Complete and submit Word Guided Project 3-1 in Simnet Complete and submit Word Independent Project 3-7 in Simnet	Friday February 9
Week 7	Microsoft Word 2013	Read & complete Word Chapter 4 Simbook (22 pages) <b>Word Unit Exam--Must be taken in class</b>	Friday February 16
Week 8	Microsoft Excel 2013	Read & complete Excel Chapter 1 Simbook (25 pages) Complete Excel Chapter 1 Quiz in Simnet Complete and submit Excel Guided Project 1-5 in Simnet Complete and submit Excel Independent Project 1-6 in Simnet	Friday February 23
Week 9	Microsoft Excel 2013	Read & complete Excel Chapter 2 Simbook (22 pages) Complete Excel Chapter 2 Quiz in Simnet Complete and submit Excel Guided Project 2-2 in Simnet Complete and submit Excel Independent Project 2-4 in Simnet	Friday March 2

Week 10	Microsoft Excel 2013	Read & complete Excel Chapter 3 Simbook (23 pages) Complete Excel Chapter 3 Quiz in Simnet Complete and submit Excel Guided Project 3-3 in Simnet Complete and submit Excel Independent Project 1-6 in Simnet Complete and submit Excel Independent Project 3-4 in Simnet	Friday March 9
Week 11	Microsoft Excel 2013	<b>Excel Unit Exam--Must be taken in class</b>	Friday March 16
<b>Spring Break March 19 - 23</b>			
Week 12	Microsoft Excel 2013	Read & complete Power Point Chapter 1 Simbook (25 pages) Complete Power Point Chapter 1 Quiz in Simnet Complete and submit Power Point Guided Project 1-2 in Simnet Complete and submit Power Point Independent Project 1-6 in Simnet	Friday March 30
Week 13	Microsoft PowerPoint 2013	Read & complete Power Point Chapter 2 Simbook (26 pages) Complete Power Point Chapter 2 Quiz in Simnet Complete and submit Power Point Guided Project 2-3 in Simnet Complete and submit Power Point Independent Project 2-6 in Simnet	Friday April 6
Week 14	Microsoft PowerPoint 2013	Read & complete Power Point Chapter 3 Simbook (26 pages) Complete and submit Power Point Guided Project 3-1 Part A in Simnet Complete and submit Power Point Guided Project 3-1 Part B in Simnet Complete and submit Power Point Independent Project 3-6 Part A in Simnet Complete and submit Power Point Independent Project 3-6 Part B in Simnet Complete Power Point Chapter 3 Quiz in Simnet	Friday April 13
Week 15	Microsoft PowerPoint 2013	<b>PowerPoint Unit Exam--Must be taken in class</b>	<b>Wednesday April 18</b>

**Schedule is subject to change at instructor discretion.**