

Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: CSCI 101 Introduction to Computers

Number of credits: 3 semester hours, MWF 12:00

Pre/Co-requisites: None

Instructor: Phil Koapke

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Lecture/Lab Schedule: MWF 12:00-12:50 p.m.

Course Description: This course provides students with an overview of general hardware and software issues such as terminology and environments.

Course Objectives: This course provides an overview of essential computer concepts and file management. Microsoft Windows 7 and, Microsoft Office 2010 including Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook, and Internet Explorer.

At the end of the course the student will be able to:

- Understand and identify hardware and software terminology.
- Be skillful using a computer operating system, and navigate through files and directories in Windows Explorer.
- Understand computer security issues.
- Define the Office 2010 Suite and integration of the applications.
- Create a document with Word 2010.
- Build a worksheet with Excel 2010.
- Create a presentation with PowerPoint 2010.
- Browse the Web (www) with Internet Explorer and identify other Web browsers.
- Manage the storage of incoming and outgoing mail, organize schedules and events, and maintain contact lists, to-do lists, and notes with Outlook 2010.
- Understand the basis for applying computer resources to actual problems.

DCB General Education Goals/Objective #2: To develop knowledge and application of technology.

- Become familiar with computer terminology *and* understand essential computer concepts.
- Complete assignments using applicable web browser, word processing, spreadsheet, presentation, and email software.

Relationship to Campus Theme: Dakota College at Bottineau emphasizes on nature, technology, and beyond. Students will recognize how the future depends on the ongoing development and utilization of technology. This course will illustrate concepts that technology offers unique strategies in planning, problem solving, and achieving future goals. The course will also attempt to identify the proper technology to achieve those desired goals.

Text/Materials: Text: Beskeen/Cram/Duffy/Friedrichsen/Reding, Microsoft Office 2010– Illustrated Introductory, Course Technology, 2011, *Software:* Microsoft Office 2010. ISBN-13: 9780538747158, ISBN-10: 0538747153

Handouts/Library Reserves: Handouts, assignment data files, and updated class information will be posted on the Library Electronic Reserves system. To access go to the Dakota College at Bottineau home page at <http://www.dakotacollege.edu>, click on Library then on E Res (Electronic Reserves).

Testing: No test will be given other than the scheduled testing date and time—no exceptions. Make up tests will only be administered under extreme conditions (see late work below) and will always be alternate versions of the test given to the class. Talking or leaving the classroom or test site during a test will not be permitted.

Grading is the accumulation of in-class activities, assignments, quizzes, tests and a final project for total points. Grading outline is 100-90%= A, 89-80%=B, 79-70%=C, 69%-60%=D, below 60%=F. See the table below for the **tentative** breakdown.

Very Tentative Breakdown	Possible Points
In-Class Activities, Discussion, Assignments, and Quizzes	450
<i>In class assignments & quizzes are due the end of the class period (10 pts.)</i>	
<i>Assignments due at the beginning of class (12:00) the date they are due (10 pts.)</i>	
<i>After each exam discussions (20 pts.)</i>	
Tests (3 at 100 pts. each)	300
Project/s	100
Final Comprehensive Exam	150
Total Points	1000

Course Outline: Material will be presented in the form of lecture and demonstration. The course outline will be posted on the Library Ereservers system.

Classroom Policies

Attendance: Attendance will be taken and is strongly recommended. If you miss a class for any reason, you will be held responsible for all material covered and announcements made in your absence. Class time will include opportunities to work on assignments with individualized instruction. It is necessary to come to class to learn the material in this course. Students are encouraged to ask questions during the lecture. More personal attention to questions can be entertained after class or by email.

Assignments: Bring your textbook to class each day. There will be reading assignments for each class period. In order to maximize your hands on learning and class time, it is strongly recommended that the student read assignments before coming to class.

Assignments will be handed in by email: Students have a campus e-mail address assigned when they are accepted for admission. The instructions are on the DCB library electronic reserves.

You must set up your Dakota College at Bottineau campus email account for this class.

Missed Classes: Although students are allowed to miss class in the case of an emergency, students are still required to complete all class activities and responsible for all material covered, and changes in the semester schedule.

Late Work: In the case of an emergency, quizzes, tests, and class activities can be made-up for full credit only in extraordinary and **well-documented** circumstances and if the instructor is contacted before or immediately after the absence and will be handled on an individual bases. In non-emergency cases or without appropriate written documentation late assignments **will still be accepted, however** will receive *one-half credit minus errors and will need to be handed in within 2 weeks of the due date*. No late assignments (or anything else) will be accepted after Monday, **May 2, 2012** (finals week is May 7-11th). Final Exam is scheduled for Tuesday May 8 at 12:00-1:50. Source: <http://www.minotstateu.edu/records/exams.shtml>

Classroom Etiquette: Students are expected to observe classroom etiquette and common courtesy to the instructor and fellow classmates. Cell phones and other electronic devices should be silenced during class. If you receive an emergency communication, please excuse yourself from the room.

Refrain from using the computer or printer during class for things other than in-class activities. It is my experience that students who are checking their email, IM-ing, working on assignments for other classes, etc. miss important information. If you do this during class you may be asked to leave and lose potential points for that day. Try to be on time but if you must be late please seat yourself as close to the entrance as possible and avoid any sort of disruption.

Academic Integrity: To assure fairness to all students and to protect academic integrity, the highest ethical standards will be maintained in this course. Academic dishonesty (e.g., cheating, allowing others to cheat from you, plagiarism) will not be tolerated. The work you hand in must be your own. Students will not receive credit for work that fails to meet the standards of academic integrity. In addition, acts of academic dishonesty will be reported. This is a serious offense and will not be tolerated. For more information refer to the "Academic Dishonesty" policy in the university catalog or if you have any questions about the academic standards as laid out in the Dakota College at Bottineau handbook the link is: <http://www.dakotacollege.edu/pdf/studenthandbook.pdf>.

Disabilities and Special Needs: If you have any condition, such as a physical or learning disability, for which you need extra assistance, please see me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that I can make appropriate accommodations.

All policies associated with this course are subject to revision. Reasonable notification will be provided to students before any major changes are made.

Course Outline (tentative outline listed in alphabetical order)

Note: Class does not follow the outline below in chronological order. The first week of class we will work on activating students Dakota College at Bottineau email accounts then customizing “live space” in class and discussing the 25 gigabyte sky drive for storing files Microsoft Office Live Workspace with Word, Excel, and PowerPoint.

Access 2010 Unit A: Building and Using Access Tables
Access 2010 Unit B: Building and Using Queries
Access 2010 Unit C: Creating and Using Forms
Access 2010 Unit D: Creating and Using Reports
Concepts Unit A: Understanding Essential Computer Concepts
Excel 2010 Unit A: Getting Started with Excel 2010
Excel 2010 Unit B: Working with Formulas and Functions
Excel 2010 Unit C: Formatting a Worksheet
Excel 2010 Unit D: Working with Charts
Integration Unit A: Integrating Word and Excel
Integration Unit B: Integrating Word, Excel, and Access
Integration Unit C: Integrating Word, Excel, Access, and PowerPoint
Internet Unit A: Getting Started with Internet Explorer 8
Office 2010 Unit A: Getting Started with Microsoft Office 2010
Outlook 2010 Unit A: Getting Started with E-Mail
Outlook 2010 Unit B: Managing Information Using Outlook
PowerPoint 2010 Unit A: Creating a Presentation in PowerPoint
PowerPoint 2010 Unit B: Modifying a Presentation
PowerPoint 2010 Unit C: Inserting Objects into a Presentation
PowerPoint 2010 Unit D: Finishing a Presentation
Windows 7 Unit A: Getting Started with Windows 7
Windows 7 Unit B: Understanding File Management
Word 2010 Unit A: Creating Documents with Word 2010
Word 2010 Unit B: Editing Documents
Word 2010 Unit C: Formatting Text and Paragraphs
Word 2010 Unit D: Formatting Documents