



## CSCI 101 Introduction to Computers - Online

Christy Jackson

Spring 2015

Dakota College Bottineau

### Course Syllabus

Keep this syllabus for reference throughout the semester

<b>Course Title:</b> Introduction to Computers	<b>Instructor:</b> Christy Jackson
<b>Course Prefix/Number:</b> CSCI 101	<b>Office:</b> Online
<b>Class Location:</b> Online	<b>Office Hours:</b> Online. Arrange chat sessions with the instructor as needed.
<b>Lecture/Lab Schedule:</b> Within the online course. Students are not required to attend any sessions on campus.	<b>Instructor Contact Information:</b> Phone: 701-240-5866  Email: Moodle course email system.
<b>Credits:</b> 3	
<b>Pre-/Co-requisites:</b> None	

**Course Description:** This course provides students with an overview of general hardware and software issues such as terminology and environments. The focus on the use of application software includes word processing, spreadsheets, databases, and presentation software.

**Relationship to Campus Theme:** Technology: The Course focuses on knowledge and application of technology.

Objective 1: Completes assignments using appropriate application software

Skill: 1. Creates, edits, and formats a word processing document

2. Creates, edits, and formats a spreadsheet application

3. Creates, edits, and formats a slide show

#### Goals/Objectives:

- Students will learn the fundamentals of Office 2013 and demonstrate abilities by completing a variety of tasks and exams.
- To expose students to practical examples of the computer as a useful tool.
- To acquaint students with the proper procedures to create documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal uses.
- To help students discover the underlying functionality of Office 2013 so they can become more productive.
- To encourage independent study.

**Required Text:** GO! With Microsoft Office 2013 Volume 1

Authors: Gaskin, Vargas, McLellan

Publisher: Pearson

ISBN: 0-13-314266-3

#### Course Requirements:

1. Students will complete all assignments in a professional manner.
2. Assignments are graded as the instructor deems appropriate.
3. Work completed is expected to be the student's own. Any instances of plagiarism will result in significant grade reduction.

4. Assignments must be submitted by the designated due date or students will receive significant point reductions (50%).
5. All communication with the instructor and fellow students will be conducted in a professional manner. There will be no texting acronyms used and all communication should contain proper grammar.

Description of Assignment/Assessment	CEC Standard	Points Possible	Points received
<b>Assignments:</b> Students will manipulate/create documents according to the chapter of study.		25 @ 25 pts	
<b>Quizzes:</b> Students will create higher level documents at the end of some chapters to prove competence.		6 @ 50 pts each	
<b>Research Paper:</b> Student will be asked to write an 1 page research paper with references.		1 @ 50 pts each	
<b>Cliché Day Project:</b> Students will create a cliché poster and an accompanying ½ page explanation.		1 @ 50 pts	
<b>Final:</b> Students create a PowerPoint presentation based on the research paper written earlier in the semester.		1 @ 100 pts.	
Total Points		1,125	

**Grades.** Grades will be calculated by dividing total points earned by the total points possible and will be based on the following percentages:

Percentage	Grade	
90-100%	A	Target
80 – 89%	B	Acceptable-high
70 – 79%	C	Acceptable-low
60 – 69%	D	Unacceptable
0 – 59%	F	Unacceptable

### Academic and Institution Policies

#### Academic Integrity:

The academic community is operated on the basis of honesty, integrity and fair play. Occasionally, this trust is violated when cheating occurs, either inadvertently or deliberately. This Code will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

1. The primary responsibility of the students, faculty and administration is to create an atmosphere where the honesty of individuals will not be questioned.

- a. Faculty members are responsible for providing guidelines concerning cheating and plagiarism at the beginning of each course, and should use precautionary measures and security in cases where cheating is likely to occur.

b. Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred.

View the [Plagiarism Tutorial-Pearson Education](#) to learn more about plagiarism, citing sources, etc.

Webster's Encyclopedic Unabridged Dictionary defines plagiarism as: "The appropriation or imitation of the language, ideas, and thoughts of another author, and representation of them as one's original work."

There will be zero tolerance of any form of academic dishonesty. If any evidence appears of students not doing their own work, plagiarism, or outright cheating on quizzes/exams, the matter is investigated. If it is concluded that such dishonesty occurred, the student in question will receive an automatic "F" for the course. Furthermore, the matter is then reported to the appropriate university office and the instructor will participate in any proceedings against the guilty party.

### **Confidentiality:**

The experience or problems shared by classmates are not to be discussed outside of class. This is a preparation for those going into a field where confidentiality is stressed in the CEC standards for Professional Practice.

### **Disabilities and Special Needs:**

Please inform the instructor within the first week of class if any assistance is required due to disabilities or special needs. If you have a disability for which you need an accommodation, contact the Learning Center to request disability support services. Phone: (701)228-5477; Toll free 1(888)918-5623.

### **Quality of work:**

At the college level of learning, it is expected that all work submitted is free of spelling, grammar, and punctuation errors. Discussion and information must be thought-out, in-depth, and incorporate new vocabulary and concepts learned during course.

Week	Discussion Topic	Readings Due	Homework Due
Week 1	Windows 8 and How to pass this class	Getting to Know Windows 8	Introductions Graded Assignment 1 Graded assignment 2
Week 2	Microsoft Office 2013	Introduction to Microsoft Office 2013 Features	Graded Assignment 3 Graded Assignment 4
Week 3	Microsoft Word 2013	Creating Documents with Microsoft Word 2013 (Word 1)	Graded Assignment 5 Graded Assignment 6 Graded Assignment 7
Week 4	Microsoft Word 2013	Using Tables and Templates to Create Resumes and Cover Letters (Word 2)	Graded Assignment 8 Graded Assignment 9 Graded Assignment 10
Weeks 5-6	Microsoft Word 2013	Creating Research Papers, Newsletters, and Merged Mailing Labels (Word 3)	Graded Assignment 11 Graded Assignment 12 Graded Assignment 13
Week 7	Microsoft Excel 2013	Creating a Worksheet and Charting Data (Excel 1)	Graded Assignment 14 Graded Assignment 15
Week 8	Microsoft Excel 2013	Using Functions, Creating Tables and Managing Large Workbooks (Excel 2)	Graded Assignment 16 Graded Assignment 17 Graded Assignment 18

Weeks 9-10	Microsoft Excel 2013	Analyzing Data with Pie Charts, Line Charts and What-If Analysis Tools (Excel 3)	Graded Assignment 19 Graded Assignment 20 Graded Assignment 21 Graded Assignment 22 Graded Assignment 23
Week 11	Microsoft Access 2013	Getting Started with Microsoft Access 2013 (Access 1)	Graded Assignment 24 Graded Assignment 25
Week 12	Microsoft PowerPoint 2013	Getting Started with Microsoft PowerPoint (PowerPoint 1)	Graded Assignment 26 Graded Assignment 27 Graded Assignment 28
Week 13	Cliché Day Project	Directions for Cliché Day Project	Graded Assignment 29
Week 14	Microsoft PowerPoint 2013	Formatting PowerPoint Presentations (PowerPoint 2)	Graded Assignment 30 Graded Assignment 31
Week 15	Microsoft PowerPoint 2013	Enhancing a Presentation with Animation, Video, Tables and Charts (PowerPoint3)	Graded Assignment 32 Graded Assignment 33
Week 16	Final	Directions for Final Project	Final Project