

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

Number of Credits: 3

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.

Pre-/Co-requisites: None

Course Objectives:

- Students will learn the fundamentals of Office 2019 and demonstrate abilities by completing a variety of tasks and assessments
- 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 use
- To help students discover the underlying functionality of Office 2019 so that they can become more productive
- To develop an exercise-oriented approach that allows learning by doing
- To encourage independent study

Instructor: Dr. Robert Norman

Office: Admin 370

Office Hours: By Appointment

Phone: 701-858-3058

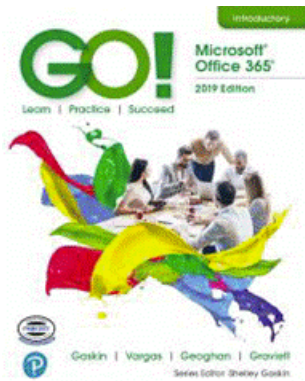
Email: robert.norman.1@minotstateu.edu

Lecture/Lab Schedule: MWF 12:00-12:50 p.m. Memorial Hall 314

Textbook(s):

ISBN-9780135417812,

Go! With MS Office 365, Intro, Gaskin/Vargas/Geoghan/Graviett



Course Requirements:

The course will include in-class lectures, in-class discussions, practice activities, demonstrations, and Blackboard activities. The graded assignments will be practical exercises using Microsoft Office software. There will be no quizzes or exams.

Tentative Course Outline:

- Unit 1: Windows Operating System
- Unit 2: Microsoft Word
- Unit 3: Microsoft Outlook
- Unit 4: Microsoft PowerPoint
- Unit 5: Microsoft Excel
- Unit 6: Microsoft Access

Classroom Policies:

Students must interact with one another and with the instructor in a respectful manner. Students are responsible for their own materials. Students are required to purchase their own textbooks—the course is not designed for the sharing of materials. Students must complete their own work. Copying work from other students will be considered plagiarism.

Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity:

According to the DCB Student Handbook, 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. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.