

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

Number of Credits: 3 Credits

Course Description: General hardware and software issues such as: terminology, environments. Applications such as: word processing, spreadsheets, databases, Internet usage.

Pre-/Co-requisites: None

Course Objectives:

- Students will learn the fundamentals of Office 2019 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 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: Mrs. Kayla O'Toole

Office: Academic Center for Excellence, ACE

Office Hours: By Arrangement

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Lecture/Lab Schedule: Online

Textbook(s): Go! Microsoft Office 365 / Gaskin, Vargas, Geoghan, Graviett / Pearson / **Book Only**

Course Requirements:

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| • Exams (4 exams, each worth 30 points) | 120 points |
| • Chapter Projects (24 projects, each worth 5 points) | 120 points |
| • Discussions (6 discussions, each worth 20 points) | 120 points |
| • Homeworks (5 homeworks, each worth 25 points) | 125 points |
| • Final Project | 50 points |

Total: 535 points

Grading Scale:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 0-59%

Tentative Course Outline:

MODULE 1				
Topic	Chapter	What's Due?	Points	Due Date
<i>Welcome</i>		Intros	5	Aug. 31
		Syllabus Quiz	5	
<i>Microsoft Office Features and Windows 10 File Management</i>	Ch. 1	Project 1A	5	Sept. 6
		Project 1B	5	
		Discussion #1	20	
<i>Creating Documents with Microsoft Word</i>	Ch. 1	Project 1A	5	Sept. 13
		Project 1B	5	
		Homework #1	25	
<i>Creating Cover Letters and Using Tables to Create Resumes</i>	Ch. 2	Project 2A	5	Sept. 20
		Project 2B	5	
		Discussion #2	20	
		Exam #1	30	
MODULE 2				
Topic	Chapter	What's Due?	Points	Due Date
<i>Creating Research Papers, Newsletters, and Mailing Labels</i>	Ch. 3	Project 3A	5	Sept. 27
		Project 3B	5	
		Homework #2	25	
<i>Creating a Worksheet and Charting Data</i>	Ch. 1	Project 1A	5	Oct. 11
		Project 1B	5	
		Discussion #3	20	
<i>Using Functions, Creating Tables, and Managing Large Workbooks</i>	Ch. 2	Project 2A	5	Oct. 25
		Project 2B	5	
		Homework #3	25	
		Exam #2	30	

MODULE 3

Topic	Chapter	What's Due?	Points	Due Date
<i>Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools</i>	Ch. 3	Project 3A Project 3B Discussion #4	5 5 20	Nov. 8
<i>Getting Started with Microsoft Access 2019</i>	Ch. 1	Project 1A Project 1B Discussion #5	5 5 20	Nov. 22
<i>Getting Started with Microsoft PowerPoint</i>	Ch. 1	Project 1A Project 1B Homework #4 Exam #3	5 5 25 30	Nov. 29

MODULE 4

Topic	Chapter	What's Due?	Points	Due Date
<i>Formatting PowerPoint Presentations</i>	Ch. 2	Project 2A Project 2B Discussion #6	5 5 20	Dec. 6
<i>Enhancing a Presentation with Animation, Video, Tables, and Charts</i>	Ch. 3	Project 3A Project 3B Homework #5	5 5 25	Dec. 13
<i>Finals Week</i>		Final Project Exam #4	50 30	Dec. 16

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s): Employs industry specific skills in preparation for workplace readiness.
Learning Outcome - Use electronic resources for the application of completing assignments and problem solving.

Relationship to Campus Focus: Technology: The course focuses on knowledge and application of technology.

Classroom Policies:

- Students are required to complete all class activities.
- Cheating will result in the automatic failure of this course.
- All assignments will be submitted in Blackboard.
- Assignments that are late will have points deducted accordingly. **10% for each day late**. Once an assignment has reached a value of zero, it will not be accepted.
- Incompletes are handled according to the campus policy.
- Attendance is required. Excused absences will be handled on an individual basis.
- Assignments are due at the designated time, even if you will be or were absent.

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.