



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. Valerie Heilman

Office: Business Education Classroom, Bottineau Public School

Office Hours: By Arrangement

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Lecture/Lab Schedule: Monday, Wednesday, Friday from 7:10-8:00 AM

Textbook(s): Go! Microsoft Office 365 / Gaskin, Vargas, Geoghan, Graviett / Pearson / Book Only. Students will also need the Microsoft 2019/Office 365 Suite.

Course Requirements:

- Exams (each worth 30 points)
- Daily Work (each worth 5 points)
- Homeworks (each worth 25 points)
- Final Project (worth 50 points)

Grading Scale:

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

Tentative Course Outline:

Module 1

WEEK	DATE	DAY	TOPIC	CHAPTER
Week 1			Intros/Syllabus/Pretest	
			Microsoft Office and Windows – Intro to MS Office	1A
Week 2			Microsoft Office and Windows – Windows 10	1B
			Intro to Word - Flyers	1A
			Intro to Word - Formatting	1B
Week 3			Chapter 1 Word – Project	
			Intro to Word - Resumes	2A
Week 4			Intro to Word – Cover Letters and Envelopes	2B
			Chapter 2 Word – Project	
			Exam #1	

Module 2

WEEK	DATE	DAY	TOPIC	CHAPTER
Week 5			Intro to Word – Research Papers	3A
			Intro to Word – Newsletters and Labels – In-Class Projects	3B
Week 6			Intro to Word – Newsletters and Labels, In-Class Projects	3B
			Ch. 3 Word – Projects	
			Intro to Excel – Worksheets and Charts	1A
Week 7			Intro to Excel – Worksheets and Charts	1A
			Ch 1. Excel Projects	
			Intro to Excel – Formulas for Formatting	1B
Week 8			Intro to Excel – Formulas and Formatting	1B
			Intro to Excel – Functions, Tables and Large Worksheets	2A

Week 9			Intro to Excel – Functions, Tables and Large Worksheets	2A
			Intro to Excel – Formatting and Summary Sheets	2B
Week 10			Chapter 2 Excel Projects	
			Exam #2	

Module 3

WEEK	DATE	DAY	TOPIC	CHAPTER
Week 10			Intro to Excel – Pie Charts and What-If Analysis	3A
Week 11			Intro to Excel – What if Analysis, Line and Map Charts	3B
			Ch. 3 Excel Projects	3B
Week 12			Intro to Access – Good Design and Creating a Database	1A
			Access 1B	1B
Week 13			Ch. 1 – Access Projects	
			Intro to PowerPoint – Creating Presentations	1A
			Intro to PowerPoint – Formatting and Transitions	1B
Week 14			Ch 1 – PowerPoint Projects	
			Exam #3	

Module 4

WEEK	DATE	DAY	TOPIC	CHAPTER
Week 15			Intro to PowerPoint – Lists, Pictures, Shapes	2A
			Intro to PowerPoint – WordArt, SmartArt, 3D Objects	2B
			Ch 2. PowerPoint Projects	
Week 16			Intro to PowerPoint – Themes, Animations, Video	3A
			Intro to PowerPoint – Tables, Charts and Review	3B
			Ch. 3 – PowerPoint Projects	
Week 17			Final Project Due	
			Exam #4	

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s): Competency 2: Uses electronic resources for the application of completing assignments and problem solving. Learning Outcome 2: 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.