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: Kayla O'Toole

Office: NSC 102

Office Hours: By Appointment

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Lecture/Lab Schedule: Online

Textbook(s): Go! Microsoft Office 365 / Gaskin, Vargas, Geoghan, Graviett / Pearson / **Book Only. The Microsoft 2019/Office 365 Suite is also required.**

Course Requirements: Instruction procedures include lecture, class discussion and participation, individual assistance and tests. Grades will be calculated by dividing total points earned by total points available. You will need access to a desktop or laptop computer to take this class. You cannot use a phone, tablet or Chromebook to take this class.

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
Welcome		Intros Syllabus Quiz	5 5	June 12
Microsoft Office Common Features and Windows Features and File Management	Ch. 1 Office	Project 1A - Office Project 1B Discussion – Windows Quiz – Office/Windows	5 10 10	June 12
Creating Documents with Microsoft Word	Ch. 1	Project 1A Project 1B Homework #1	5 5 25	June 19
Creating Cover Letters and Using Tables to Create Resumes	Ch. 2	Project 2A Project 2B Discussion #1 Exam #1	5 5 20 30	June 19

Module 2

Topic	Chapter	What's Due?	Points	Due Date
Creating Research Papers, Newsletters, and Merged Mailing Labels	Ch. 3	Project 3A Project 3B Homework #2	5 5 25	June 26
Creating a Worksheet and Charting Data	Ch. 1	Project 1A Project 1B Discussion #2	5 5 20	June 26
Using Functions, Creating Tables, and Managing Large Workbooks	Ch. 2	Project 2A Project 2B Homework #3 Exam #2	5 5 25 30	July 10

Module 3

Topic	Chapter	What's Due?	Points	Due Date
Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools	Ch. 3	Project 3A Project 3B Discussion #3	5 5 20	July 10
Getting Started with Microsoft Access	Ch. 1	Project 1A Project 1B Discussion #4	5 5 20	July 17
Getting Started with Microsoft PowerPoint	Ch. 1	Project 1A Project 1B Homework #4 Exam #3	5 5 25 30	July 17

Module 4

Topic	Chapter	What's Due?	Points	Due Date
Formatting PowerPoint Presentations	Ch. 2	Project 2A Project 2B Discussion #5	5 5 20	July 24
Enhancing a Presentation with Animation, Video, Tables, and Charts	Ch. 3	Project 3A Project 3B Homework #5	5 5 25	July 24
Finals		Final Project Exam #4	50 30	July 28

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s): Employs industry specific skills in preparation for workplace readiness. Learning Outcome #2: Employ management of information procedures.

Relationship to Campus Focus: At first, nature and technology may seem to be opposites, but people by nature, are curious. This curiosity and quest for knowledge has led to the development of all technology. In turn this technology can be used to care for the Earth and therefore, improve the quality of life for all people.

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.

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.