



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 Microsoft Office and demonstrate abilities through 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 Microsoft Office 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 arrangement

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Lecture/Lab Schedule: Online

Textbook(s): Open Educational Resources – No textbook is required.

Course Requirements: 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: Assignments and projects are graded seven days after the date due.

Grading Scale:

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

Tentative Course Outline:

Module 1			
Topic	What's Due?	Points	Due Date
Welcome	In-Person Class - Intros & Overview	10	August 29
Digital Literacy	Online Class – Digital Literacy Assignment – Digital Literacy	10 20	August 31 September 5
The Internet	In-Person Class – The Internet	10	September 5
Online Safety and Security	Online Class – Safety & Security Assignment – Safety & Security	10 20	September 7 September 11
Operating Systems and File Management	In-Person Class – Operating Systems	10	September 12
Hardware and Software	Online Class – Hardware/Software Case Study – Module 1 Exam – Module 1	10 30 30	September 14 September 18 September 18
Total Points Available to Earn for Module 1:		160	
Module 2			
Topic	What's Due?	Points	Due Date
Microsoft Word – Flyers & Newsletters	In-Person Class – Flyers Online Class – Newsletters Assignment – Flyers & Newsletters	10 10 20	September 19 September 21 September 25
Microsoft Word – Research Papers	In-Person Class – Research Papers Online Class – Research Papers Assignment – Research Papers	10 10 20	September 26 September 28 October 2
Microsoft Word – Letters and Labels	In-Person Class – Letters/Labels Online Class – Letters/Labels Exam – Module 2 Case Study – Module 2	10 10 30 30	October 3 October 5 October 9 October 9
Total Points Available to Earn for Module 2:		160	
Module 3			
Topic	What's Due?	Points	Due Date
Microsoft Excel – Creating Worksheets	In-Person Class – Worksheets Online Class - Worksheets Assignment - Worksheets	10 10 20	October 10 October 12 October 16
Microsoft Excel – Formulas, Functions and Tables	In-Person Class-Formulas and Tables Online Class – Formulas and Tables Assignment – Formulas and Tables	10 10 20	October 17 October 19 October 23
Microsoft Excel – Charts & What-If Analysis	In-Person Class – Charts/What-If Online Class – Charts/What-If Exam – Module 3 Case Study – Module 3	10 10 30 30	October 24 October 26 October 30 October 30
Total Points Available to Earn for Module 3:		160	

Module 4			
Topic	What's Due?	Points	Due Date
Microsoft Access – Intro to Access	In-Person Class – Intro to Access	10	October 31
	Online Class – Intro to Access	10	November 2
	Assignment - Access	20	November 6
Microsoft PowerPoint – Creating Presentations	In-Person Class - Creating Presentations	10	November 7
	Online Class – Creating Presentations	10	November 9
	Assignment – Creating Presentations	20	November 13
Microsoft PowerPoint – Enhancing Presentations	In-Person Class–Enhancing Presentations	10	November 14
	Online Class – Enhancing Presentations	10	November 16
	Exam – Module 4	30	November 20
	Case Study – Module 4	30	November 20
Total Points Available to Earn for Module 4:		160	
Module 5			
Topic	What's Due?	Points	Due Date
Communication Technologies – Videoconferencing & Emails	In-Person Class – Video Conferencing	10	November 21
	In-Person Class – Emails	10	November 28
	Online Class – Emails and More	10	November 30
	Assignment–Video Conferencing/Emails	20	December 4
Wrap-up Week	In-Person Class	10	December 5
	Online Class	10	December 7
	Exam – Module 5	30	December 13
	Case Study – Final Project	50	December 13
	Assignment – Final Reflection	10	December 13
Total Points Available to Earn for Module 5:		160	

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.