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

Phone: 701-228-5479

Email: kayla.otoole@dakotacollege.edu

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	January 9
	Syllabus Quiz	5	January 15
Digital Literacy	***Online Class***		
	Discussion – Digital Literacy	10	January 15
	Assignment – Digital Literacy	20	January 15
The Internet	**In-Person Class** – The Internet	10	January 16
Online Safety and Security	***Online Class***		
	Skills Check – Safety & Security	10	January 22
	Assignment – Safety & Security	20	January 22
Operating Systems and File Management	**In-Person Class** – Operating Systems	10	January 23
Hardware and Software	***Online Class***		
	Assignment – Hardware/Software	10	January 29
	Case Study – Module 1	30	January 29
	Exam – Module 1	30	January 29
Total Points Available to Earn for Module 1:		**165**	
Module 2			
Topic	**What's Due?**	**Points**	**Due Date**
Microsoft Word – Flyers & Newsletters	**In-Person Class** – Flyers	10	January 30
	Online Class		
	Skills Check – Newsletters	10	February 5
	Assignment – Flyers & Newsletters	20	February 5
Microsoft Word – Research Papers	**In-Person Class** – Research Papers	10	February 6
	Online Class		
	Skills Check – Research Papers	10	February 12
	Assignment – Research Papers	20	February 12
Microsoft Word – Letters and Labels	**In-Person Class** – Letters/Labels	10	February 13
	Online Class		
	Assignment – Labels	10	February 19
Microsoft Word – Recap Week	**In-Person Class** – Recap Week	10	February 20
	Online Class		
	Exam – Module 2	30	February 26
	Case Study – Module 2	30	February 26
Total Points Available to Earn for Module 2:		**170**	
Module 3			
Topic	**What's Due?**	**Points**	**Due Date**
Microsoft Excel – Creating Worksheets	**In-Person Class** – Worksheets	10	February 27
	Online Class		
	Skills Check - Worksheets	10	March 2
	Assignment - Worksheets	20	March 2
Microsoft Excel – Formulas, Functions and Tables	**In-Person Class**-Formulas and Tables	10	March 12
	Online Class		
	Skills Check – Formulas and Tables	10	March 18
	Assignment – Formulas and Tables	20	March 18
Microsoft Excel – Charts & What-If Analysis	**In-Person Class** – Charts	10	March 19
	Online Class		
	Assignment – Charts/What-If	10	March 25
Microsoft Excel – Recap Week	**In-Person Class** – Recap Week	10	March 26
	Online Class		
	Exam – Module 3	30	April 1
	Case Study – Module 3	30	April 1
Total Points Available to Earn for Module 3:		**230**	

Module 4			
Topic	What's Due?	Points	Due Date
Microsoft Access – Intro to Access	In-Person Class – Intro to Access	10	April 2
	Online Class		
	Discussion – Intro to Access	10	April 8
	Assignment - Access	20	April 8
Microsoft PowerPoint – Creating Presentations	In-Person Class - Creating Presentations	10	April 9
	Online Class		
	Skills Check – Creating Presentations	10	April 15
	Assignment – Creating Presentations	20	April 15
Microsoft PowerPoint – Enhancing Presentations	In-Person Class–Enhancing Presentations	10	April 16
	Online Class		
	Assignment – Enhancing Presentations	10	April 22
	Exam – Module 4	30	April 22
	Case Study – Module 4	30	April 22
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	5	April 23
	In-Person Class – Emails	5	April 23
	Online Class		
	Skills Check – Emails and More	10	April 29
	Assignment–Video Conferencing/Emails	20	April 29
Wrap-up Week	In-Person Class	10	April 30
	Online Class		
	Exam – Module 5	30	May 8
	Case Study – Final Project	50	May 8
	Assignment – Final Reflection	10	May 8
Total Points Available to Earn for Module 5:		**140**	

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.