Dakota College at Bottineau Course Syllabus

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

Number of credits: 3 credits

Course Description: This course provides students with an overview of general hardware and software issues such as terminology and environments. The focus on the use of application software includes word processing, spreadsheets, databases, and presentation software.

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: Thatcher Hall, Room 203

Office Hours: 10:00 AM-10:50 AM on Tuesdays, 9:00-9:50 AM on Wednesdays, or by Arrangement

Phone: 701-228-5479

Email: kayla.otoole@dakotacollege.edu

Lecture/Lab Schedule: Thatcher 212 – Tuesdays 11:00-12:15 PM, this is a hybrid class, we will meet face-to-face once per week. The remainder of class will be completed online.

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

Course Requirements: Instruction procedures include lectures, class discussion and participation, individual assistance and tests.
Grading Methods
- Quizzes
- Projects
- Daily Assignments

- Daily Attendance and Participation Points – Daily points are earned every day by showing up on time and completing the daily assignment/activity. Points can be lost due to tardiness, cell phone use, browsing the Internet, disruptive behavior, not paying attention, etc.
- Grades will be calculated by dividing total points earned by total points available.

Tentative Course Outline:
- Microsoft Office and Windows 10
  - Microsoft Office Features
  - File Management
- Microsoft Word
  - Creating Documents with Word
  - Creating Cover Letters and using Tables to Create Resumes
  - Creating Research Papers, Newsletters, and Merged Mailing Labels
- Microsoft Excel
  - Creating a Worksheet and Charting Data
  - Using Functions, Creating Tables, and Managing Large Workbooks
  - Analyzing Data with Pie Charts, Line Charts, and What-if Analysis Tools
- Microsoft Access
  - Getting Started with Microsoft Access 2019
  - Sort and Query a Database
  - Forms, Filters and Reports
- Microsoft PowerPoint
  - Getting Started with PowerPoint
  - Formatting PowerPoint Presentations
  - Enhancing a Presentation with Animation, Video, Tables and Charts
- Office Integrated Projects
  - Integrating Word, Excel, Access and PowerPoint

General Education Competency/Goal: DCB General Ed. Goal #2
Demonstrates technology literacy by working independently and with others, to responsibly, appropriately and effectively use technology tools to access, manage, integrate, evaluate, create and communicate information.

Relationship to Campus Theme:
Technology: The course focuses on knowledge and application of technology
Objective 1: Completes assignments using appropriate application software
Skills:
  1. Creates, edits, and formats a word processing document
  2. Creates, edits, and formats a spreadsheet application
  3. Creates, edits, and formats a slide show presentation

Classroom Policies:
- Students are required to complete all class activities.
- Attendance is required. Excused absences will be handled on an individual basis.
- Students must be in attendance on the day scheduled for the final exam.
- Assignments are due at the designated time, even if you will be or were absent. There is a two-day grace period for late work. Any late work handed in after the grace work will not be accepted.
- Do not be late for class. The classroom door will be locked during class.
- The instructor reserves the right to remove anyone causing disruptions or showing disrespect to others in the class.

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: 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. (Student handbook)
- Students will receive no credit for work that fails to meet standards of academic integrity.
- If a person participates in academic dishonesty more than once, the result will be an F for the course.
- The instructor reserves the right to interpret and declare what is considered cheating on a case-by-case basis.

Disabilities and Special Needs: If you have a disability for which you need accommodation, contact me within the first week of the semester. Disability support services are available, please visit with Jackie Migler.

Midterm and Final Exam: Students must be in attendance on the day scheduled for the mid-term and final exams. Failing to be present will result in an F on the final exam. Refer to the Policy and Procedure document titled "Student Requests for Change in Final Examination Schedule."