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. Kayla O'Toole

Office: Thatcher Hall, Room 203

Office Hours: By Arrangement

Phone: 701-228-5479

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Lecture/Lab Schedule: Thatcher 212 – Monday, Wednesday, Friday from 10:00-10:50 AM

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

Course Requirements: Instruction procedures include lecture, class discussion and participation, individual assistance and tests. 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.

Grading Scale:

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

Tentative Course Outline:

Week	Date	Day	Topic	Chapter
Week 1	1/13	Wednesday	Intros/Syllabus/Pretest	
	1/15	Friday	Microsoft Office and Windows – Intro to MS Office	1A
Week 2	1/18	Monday	**Martin Luther King Day (No Class)**	
	1/20	Wednesday	Microsoft Office and Windows – Windows 10	1B
	1/22	Friday	Intro to Word - Flyers	1A
Week 3	1/25	Monday	Intro to Word - Formatting	1B
	1/27	Wednesday	Intro to Word – Resumes	2A
	1/29	Friday	Intro to Word – Cover Letters and Envelopes	2B
Week 4	2/1	Monday	**Quiz #1**	
	2/3	Wednesday	Virtual Class - Intro to Word – Research Papers	3A
	2/5	Friday	Intro to Word – Newsletters and Labels	3B
Week 5	2/8	Monday	In-Class Project	3A/B
	2/10	Wednesday	Intro to Excel – Worksheets and Charts	1A
	2/12	Friday	Intro to Excel – Worksheets and Charts	1A
Week 6	2/15	Monday	**Presidents' Day (No Class)**	
	2/17	Wednesday	Intro to Excel – Formulas and Formatting	1B
	2/19	Friday	Intro to Excel – Formulas and Formatting	1B
Week 7	2/22	Monday	Intro to Excel – Functions, Tables and Large Workbooks	2A
	2/24	Wednesday	Intro to Excel – Functions, Tables and Large Workbooks	2A
	2/26	Friday	In-Class Project and Midterm Review	
Week 8	3/1	Monday	**Midterm Exam**	
	3/3	Wednesday	Virtual Class–Intro to Excel–Formatting and Sum.Sheets	2B
	3/5	Friday	Intro to Excel – Formatting and Summary Sheets	2B
Week 9	3/8	Monday	Intro to Excel – Pie Charts & What-If Analysis	3A
	3/10	Wednesday	Intro to Excel – What-If Analysis, Line and Map Charts	3B
	3/12	Friday	In-Class Project	3A
Week 10	3/15		**Spring Break!**	
	3/17			
	3/19			
Week 11	3/22	Monday	Intro to Excel – What-If Analysis, Line and Map Charts	3B
	3/24	Wednesday	In-Class Project	3B
	3/26	Friday	**Quiz #2**	
Week 12	3/29	Monday	Intro to Access – Good Design and Creating a Database	1A
	3/31	Wednesday	Virtual Class–Intro to Access–Good Design cont.	1A
	4/2	Friday	**Good Friday (No Class)**	
Week 13	4/5	Monday	**Easter Monday (No Class)**	
	4/7	Wednesday	Virtual Class – Access 1B	1B
	4/9	Friday	Virtual Class – In-Class Project	1A/B

Week 14	4/12	Monday	Intro to Access – Relationships and Queries	2A
	4/14	Wednesday	Intro to Access – Queries	2B
	4/16	Friday	In-Class Project	2A/B
Week 15	4/19	Monday	Access 3A	3A
	4/21	Wednesday	Access 3B	3B
	4/23	Friday	In-Class Project	3A/B
Week 16	4/26	Monday	Intro to PowerPoint – Creating a Presentation	1A
	4/28	Wednesday	Intro to PowerPoint – Formatting & Transitions	1B
	4/30	Friday	Intro to PowerPoint – Lists, Pictures, Shapes	2A
Week 17	5/3	Monday	Intro to PowerPoint – WordArt, SmartArt, 3D Objects	2B
	5/5	Wednesday	Intro to PowerPoint – Themes, Animation, Video	3A
	5/7	Friday	Intro to PowerPoint – Tables and Charts and Review	3B
Week 18	5/10	Tuesday	**Final Exam**	

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):
Demonstrate 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 Focus:
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.
- 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.
- Incompletes are handled according to the campus policy.
- 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:

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.