



**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:** The Academic Center for Excellence (ACE)

**Office Hours:** By Appointment

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**Lecture/Lab Schedule:** Monday, Wednesday, Friday from 10:00-10:50 AM

**Textbook(s):** Go! Microsoft Office 365 / Gaskin, Vargas, Geoghan, Graviett / Pearson / Book Only. Students will also need the Microsoft 2019/Office 365 Suite.

**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 your phone or tablet to take this class.

- Exams (4 exams, each worth 30 points)
- Daily Work (each worth 5 points)
- Tech. Movie Projects (each worth 15 points)
- Homeworks (each worth 25 points)
- Final Project (worth 50 points)

### Grading Scale:

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

### Tentative Course Outline:

#### *Module 1*

<b>Week</b>	<b>Date</b>	<b>Day</b>	<b>Topic</b>	<b>Chapter</b>
<i>Week 1</i>	1/12	Wednesday	Intros/Syllabus/Pretest	
	1/14	Friday	Microsoft Office and Windows – Intro to MS Office	1A
<i>Week 2</i>	1/17	Monday	Campus Closed - Holiday	
	1/19	Wednesday	Microsoft Office and Windows – Windows 10	1B
	1/21	Friday	Intro to Word – Flyers	1A
<i>Week 3</i>	1/24	Monday	Intro to Word - Formatting	1B
	1/26	Wednesday	Ch. 1 Word – Project Day	
	1/28	Friday	Intro to Word – Resumes	2A
<i>Week 4</i>	1/31	Monday	Intro to Word – Cover Letters and Envelopes	2B
	2/2	Wednesday	Ch. 2 Word – Project Day	
			<b>Exam #1</b>	

#### *Module 2*

<b>Week</b>	<b>Date</b>	<b>Day</b>	<b>Topic</b>	<b>Chapter</b>
<i>Week 4</i>	2/4	Friday	Intro to Word – Research Papers	3A
<i>Cont.</i>				
<i>Week 5</i>	2/7	Monday	Intro to Word – Research Papers	3A
	2/9	Wednesday	Intro to Word – Newsletters and Labels In-Class Project	3B
	2/11	Friday	Intro to Word – Newsletters and Labels In-Class Project	3B
<i>Week 6</i>	2/14	Monday	Ch. 3 Word – Project Day	
	2/16	Wednesday	Intro to Excel – Worksheets and Charts	1A
	2/18	Friday	Intro to Excel – Worksheets and Charts	1A
<i>Week 7</i>	2/21	Monday	Campus Closed - Holiday	
	2/23	Wednesday	Intro to Excel – Formulas and Formatting	1B
	2/25	Friday	Ch. 1 Excel – Project Day	
<i>Week 8</i>	2/28	Monday	Intro to Excel – Functions, Tables and Large Workbooks	2A
	3/2	Wednesday	Intro to Excel – Functions, Tables and Large Workbooks	2A
	3/4	Friday	Intro to Excel – Formatting and Summary Sheets	2B
<i>Week 9</i>	3/7	Monday	Intro to Excel – Formatting and Summary Sheets	2B
	3/9	Wednesday	Ch. 2 Excel – Project Day	
	3/11	Friday	Ch. 2 Excel – Project Day	
			<b>Exam #2</b>	

#### *Module 3*

<b>Week</b>	<b>Date</b>	<b>Day</b>	<b>Topic</b>	<b>Chapter</b>
<i>Week 10</i>			Spring Break	
<i>Week 11</i>	3/21	Monday	Intro to Excel – Pie Charts & What-If Analysis	3A
	3/23	Wednesday	The Social Network	
	3/25	Friday	The Social Network	
<i>Week 12</i>	3/28	Monday	Intro to Excel – What-If Analysis, Line and Map Charts	3B
	3/30	Wednesday	Ch. 3 Excel – Project Day	
	4/1	Friday	Ch. 3 Excel Project Day	

*Module 3 Continued...*

<b>Week</b>	<b>Date</b>	<b>Day</b>	<b>Topic</b>	<b>Chapter</b>
Week 13	4/4	Monday	Terms and Conditions Assignment	
	4/6	Wednesday	Terms and Conditions Assignment	
	4/8	Friday	Intro to Access – Good Design and Creating a Database	1A
Week 14	4/11	Monday	Intro to Access – Good Design and Creating a Database	1A
	4/13	Wednesday	Getting Started with Access	1B
	4/15	Friday	Campus Closed	
Week 15	4/18	Monday	Campus Closed	
	4/20	Wednesday	Intro to PowerPoint – Creating a Presentation	1A
	4/22	Friday	Intro to PowerPoint – Formatting & Transitions	1B
			<b>Exam #3</b>	

*Module 4*

<b>Week</b>	<b>Date</b>	<b>Day</b>	<b>Topic</b>	<b>Chapter</b>
Week 16	4/25	Monday	Ch. 1 PowerPoint – Project Day	
	4/27	Wednesday	Intro to PowerPoint – Lists, Pictures, Shapes	2A
	4/29	Friday	Intro to PowerPoint – WordArt, SmartArt, 3D Objects	2B
Week 17	5/2	Monday	Ch. 2 PowerPoint – Project Day	
	5/4	Wednesday	Intro to PowerPoint – Themes, Animation, Video	3A
	5/6	Friday	Intro to PowerPoint – Tables and Charts and Review	3B
Week 18	5/11	Wednesday	Final Project Due	
			<b>Exam #4</b>	

**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.