

Dakota College at Bottineau Course Syllabus

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

Number of credits: 3 semester hours, MWF 12:00

Pre/Co-requisites: None

Instructor: Phil Koapke

Room: Minot Campus Memorial Hall (Mem) Building 228, 2nd Floor

Email: Phil.Koapke@my.dakotacollege.edu

Lecture/Lab Schedule: MWF 12:00-12:50 p.m.

Course Description: This course provides students with an overview of general hardware and software issues such as terminology and environments.

Course Objectives: This course provides an overview of essential computer concepts and file management. Microsoft Windows 7 and, Microsoft Office 2013 including Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook, and Internet Explorer.

At the end of the course the student will be able to:

- Understand and identify hardware and software terminology.
- Be skillful using a computer operating system, and navigate through files and directories in Windows Explorer.
- Understand computer security issues.
- Define the Office 2013 Suite and integration of the applications.
- Create a document with Word 2013.
- Build a worksheet with Excel 2013.
- Create a presentation with PowerPoint 2013.
- Browse the Web (www) with Internet Explorer and identify other Web browsers.
- Manage the storage of incoming and outgoing mail, organize schedules and events, and maintain contact lists, to-do lists, and notes with Outlook 2013.
- Understand the basis for applying computer resources to actual problems.

DCB General Education Goals/Objective #2: To develop knowledge and application of technology.

- Become familiar with computer terminology *and* understand essential computer concepts.
- Complete assignments using applicable web browser, word processing, spreadsheet, presentation, and email software.

Relationship to Campus Theme: Dakota College at Bottineau emphasizes on nature, technology, and beyond. Students will recognize how the future depends on the ongoing development and utilization of technology. This course will illustrate concepts that technology offers unique strategies in planning, problem solving, and achieving future goals. The course will also attempt to identify the proper technology to achieve those desired goals.

Text/Materials: *Text:* David Besleen. Microsoft® Office 2013: Illustrated Introductory, First Course, 1st Edition, ISBN-10: 1-285-08845-X, ISBN-13: 978-1-285-08845-7.

[Click here to go to the website for the textbook.](#)

Testing: *No test will be given other than the scheduled testing date and time—no exceptions. Talking or leaving the classroom or test site during a test will not be permitted.*

Grading is the accumulation of in-class activities, assignments, quizzes, tests and a final exam for total points. Grading outline is 100-90%= A, 89-80%=B, 79-70%=C, 69%-60%=D, below 60%=F. See the table below for the **tentative** breakdown.

Very Tentative Breakdown

Possible Points

In-Class Activities, Discussion, Assignments, and Quizzes 350

In class assignments & quizzes are due the end of the class period.

Assignments are due at the beginning of class (12:00 PM) the date they are due.

Tests (4 x 100 pts) 400

Final Comprehensive Exam 150

Total Points.....900

Course Outline: Material will be presented in the form of lecture and demonstration. The course outline and other course materials will be posted on the Dakota Collage LibGuides system.

http://dakotacollege.libguides.com/Faculty_Documents

Classroom Policies

Attendance: Attendance will be taken. If you miss a class for any reason, you will be held responsible for all material covered and announcements made in your absence. Class time will include opportunities to work on assignments with individualized instruction. It is necessary to come to class to learn the material in this course. Students are encouraged to ask questions during the lecture. More personal attention to questions can be entertained after class or by email.

Assignments: Bring your textbook to class each day. There will be assignments to prepare for each class period. In order to maximize your hands on learning and class time, it is asked that assignments are completed before coming to class.

Assignments will be handed in by email: Students have a campus e-mail address assigned when they are accepted for admission.

You must set up your Dakota College at Bottineau campus email account for this class.

Missed Classes: This policy is influenced by the college's absence policy. Dakota College at Bottineau expects students to attend all sessions of each class in which they are enrolled. See attendance in the Dakota College at Bottineau student handbook on the web at <http://www.dakotacollege.edu/pdf/studenthandbook.pdf>

Although students are allowed to miss class in the case of an emergency, students are still required to complete all class activities and are responsible for all material covered and changes in the semester schedule.

An excused absence is generally accepted and understood as being any religious observances, university activities, illness and other emergency type circumstances. If you simply tell me you won't be attending a class I assume unexcused however if you have a circumstance defined as excused let me know. The first two absences will be on the "honor system", after that the absence won't be designated "excused" until documentation has been provided and verified. Absences due to minor conditions (lack of transportation, conflict with an appointment, etc.) are considered unexcused.

Late Work: In the case of an extraordinary and **well-documented** circumstance class activities can be made-up for full credit. The instructor will need to be contacted before the absence and these occurrences will be handled on an individual bases. In non-emergency cases or without appropriate written documentation late assignments **will still be accepted, however** will receive *one-half credit minus errors and will need to be submitted within 2 weeks of the due date or missed class.*

No late assignments (or anything else) will be accepted after May 2 (finals starts the week of May 12, 2014). The **Final Exam** for this class is scheduled for **Tues. May 13 at 12:00-1:50**.

Source: <http://www.minotstateu.edu/records/exams.shtml>

Classroom Etiquette: Students are expected to observe classroom etiquette and common courtesy to the instructor and fellow classmates. Cell phones and other devices will be silenced during class. If you receive an emergency communication, please excuse yourself from the room.

Refrain from using the computer or printer during class for things other than in-class activities. If you do this during class you will be asked to leave and lose any points for that day. Try to be on time but if you must be late please seat yourself as close to the entrance as possible and avoid any sort of disruption. *You will know what files we need for discussion from your homework assignments.*

Academic Integrity: To assure fairness to all students and to protect academic integrity, the highest ethical standards will be maintained in this course. Academic dishonesty (e.g., cheating, allowing others to cheat from you, plagiarism) will not be tolerated. The work you hand in must be your own. Students will not receive credit for work that fails to meet the standards of academic integrity. **In addition, acts of academic dishonesty will be reported.** This is a serious offense and will not be tolerated. For more information refer to the "Academic Dishonesty" policy in the university catalog or if you have any questions about the academic standards as laid out in the Dakota College at Bottineau handbook the link is: <http://www.dakotacollege.edu/pdf/studenthandbook.pdf>.

Disabilities and Special Needs: If you have any condition, such as a physical or learning disability, for which you need extra assistance, please see me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that I can make appropriate accommodations.

All policies associated with this course are subject to revision. Reasonable notification will be provided to students before any major changes are made.

Course Outline (tentative outline listed in alphabetical order)

Note: Class does not follow the outline below in chronological order. The first week of class we will work on activating students Dakota College at Bottineau email accounts then customizing “live space” in class and discussing storing files on the Microsoft Office Live Workspace (skydrive) and using with Word, Excel, and PowerPoint web apps.

Access 2013 Unit A: Building and Using Access Tables

Access 2013 Unit B: Building and Using Queries

Access 2013 Unit C: Creating and Using Forms

Access 2013 Unit D: Creating and Using Reports

Concepts Unit A: Understanding Essential Computer Concepts

Excel 2013 Unit A: Getting Started with Excel 2013

Excel 2013 Unit B: Working with Formulas and Functions

Excel 2013 Unit C: Formatting a Worksheet

Excel 2013 Unit D: Working with Charts

Integration Unit A: Integrating Word and Excel

Integration Unit B: Integrating Word, Excel, and Access

Integration Unit C: Integrating Word, Excel, Access, and PowerPoint

Internet Unit A: Getting Started with Internet Explorer 10

Office 2013 Unit A: Getting Started with Microsoft Office 2013

Outlook 2013 Unit A: Getting Started with E-Mail

Outlook 2013 Unit B: Managing Information Using Outlook

PowerPoint 2013 Unit A: Creating a Presentation in PowerPoint

PowerPoint 2013 Unit B: Modifying a Presentation

PowerPoint 2013 Unit C: Inserting Objects into a Presentation

PowerPoint 2013 Unit D: Finishing a Presentation

Windows 7 Unit A: Getting Started with Windows 7

Windows 7 Unit B: Understanding File Management

Word 2013 Unit A: Creating Documents with Word 2013

Word 2013 Unit B: Editing Documents

Word 2013 Unit C: Formatting Text and Paragraphs

Word 2013 Unit D: Formatting Documents