Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title:  CSCI 101—INTRODUCTION TO COMPUTERS
Number of credits:  3 semester hours
Pre/Co-requisites:  None

Course Description:  This course provides an overview of microcomputer applications including computer concepts and hardware, Microsoft Windows XP and Vista, Microsoft Office 2007 including Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook, OLE, creating Web pages, and integration of the applications.

Course Objectives:  At the end of the course, the student will be able to:
1.  Become computer fluent
2.  Understand and Identify Hardware/Software uses by a computer
4.  Understand computer security issues and keep them safe from hackers and viruses.
5.  Understand mobile computing using Laptops, MP3 players, Personal Digital Assistants, and Tablet PCs.
6.  Define the Office 2007 Suite
7.  Create a document with Word 2007
8.  Build a worksheet with Excel 2007
9.  Create a presentation with PowerPoint 2007
10.  Browse the World Wide Web with Internet Explorer and Netscape
11.  Integrate Office information
12.  Manage office tasks with Outlook 2007

Instructor:  Russ Gagnon
Office:  Minot Campus Administration Building 2nd Floor
Office Hours:  M-F 9:00 a.m. to 4:00 p.m. and by appointment when not in class.
Phone:  800-777-0750 ext:4339 or 701-858-4339,  Fax:  701-858-4232,
Email:  russ.gagnon@minotstateu.edu

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


Software:  Microsoft Office 2007, Internet Explorer, and Windows XP required.  Another operating system may be used, but students may notice some differences in the appearance of certain dialog boxes.  USB Drive at least 512mb recommended.  I recommend www.theultimatesteal.com for purchase of Office Ultimate 2007.

Course Requirements:
1.  Completion of assignments, tests, and taking the final paper are required.
2.  Grading is the accumulation of assignments, quizzes, and tests for total points.

    90-100= A     80-89=B     70-79=C     65-69=D     below 65=F

Tentative Course Outline:  The first three weeks are dedicated to hardware and operation system software.  The remainder of the course is dedicated to the MS Office 2007 suite.
General Education Goals/Objectives:

Goal 2: Demonstrates knowledge and application of technology
Objective 1: Completes an assignment using an appropriate application software

   Skill 1: Creates, edits, and formats a word processing document
   Skill 2: Creates, edits, and formats a spreadsheet
   Skill 3: Creates, edits, and formats a slide show presentation
   Skill 4: Conducts Internet research
   Skill 5: Demonstrates the ability to send and receive email

Relationship to Campus Theme: Dakota College at Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses and programs offered here. This course will emphasize the use of technology and prepare students for the future use of computers, hardware, and software.

Classroom Policies:

Missed Classes: Attendance is expected. Unannounced quizzes, tests, and class projects can be made-up only when the instructor excuses students prior to class. You are responsible for the activities of each class period. If you know of a conflict ahead of time, you are welcome to submit assignments early. Recognizing the importance of student participation and interaction with classmates, excessive absences necessitate failure in the class.

Assignments: All assignments are due at the beginning of class on the date due unless specified prior. Late assignments receive one-half credit minus errors. All late assignments are due before the final examination is administered. Make sure the class name, your name, date due, and exercise number appears in the upper-right corner. If handing in multiple pages, sequence them according to the order in the exercise, and staple in the upper left corner.

Electronic Devices: Turn off or mute cellular phones and pagers; prior permission for computer use is required. I will have my cell phone on for campus emergency notifications.

Academic Integrity: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and/or expulsion from the university. For more information, refer to the "Academic Dishonesty" policy in the university catalog or the student handbook online: http://www.msub.edu/pdf/StudentHandbook08-09.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.