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

Instructor: Phil Koapke
Room: Minot Campus Administration Building 2nd Floor
Phone: (701) 833-7056
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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 2010 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 2010 Suite and integration of the applications.
- Create a document with Word 2010.
- Build a worksheet with Excel 2010.
- Create a presentation with PowerPoint 2010.
- Browse the World Wide Web 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 2010.
- Understand the basis for applying computer resources to actual problems.

General Education Goals/Objective #3: To develop knowledge and application of technology.
- Become familiar with computer terminology *and u*nderstand 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.

T*ext/Materials:* *Text*: Beskeen/Cram/Duffy/Friedrichsen/Reding, Microsoft Office 2010 – Illustrated Introductory, Course Technology, 2011, *Software*: Microsoft Office 2010.

Handouts/Library Reserves: Handouts and updated class information will be posted on the Library Ereservers system (Docutek ERes). To access or for more information go to the library home page at: http://www.minotstateu.edu/library/library_information.shtml. Click on ERes.

Course Requirements and Grading:
Grading is the accumulation of assignments, quizzes, and tests for total points. A grading rubric will be provided for assignments.

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

Classroom Policies:

Attendance: Class attendance is strongly recommended. Material will be presented in the form of lecture and demonstration. 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.

Missed Classes: Taking numerous absences will adversely affect the student's grade. Students are allowed to miss class in the case of an emergency although the student is responsible for all material covered in class and for any changes in the semester schedule and should check the course on ERes.at the library for up-to-date information in the event of an absence. Unannounced quizzes, tests, and class projects can be made-up only if the instructor is contacted before or immediately after the absence and will be handled on an individual bases.

Assignments: Bring your textbook to class each day. There will be reading assignments for each class period. In order to maximize your class time, it is strongly recommended that the student read assignments before coming to class. All assignments are due at the beginning of class on the date due unless specified prior.

Late Work: Late assignments will be accepted, but at a penalty of 10 percent. No late assignments (or anything else late) will be accepted after the final exam.

Classroom Etiquette: Be courteous in class by participating in the classroom experience. Cell phones should be turned off or to silent during class.

Academic Integrity: 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. Plagiarism is a serious offense and will not be tolerated. For more information, refer to the "Academic Dishonesty" policy in the university catalog.

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.

Course Outline: The course outline will be posted on the Library Ereservers system.