

**Dakota College at Bottineau**

**CSCI 101 Introduction to Computers, Course Syllabus**

**Course Prefix/Number/Title:** CSCI 101/15608/Introduction to Computers

**Credits:** 3

**Instructor:** Phil Koapke

**Email:** Phil.Koapke@ndus.edu

**Lecture/Lab Schedule:** MWF 12:00-12:50 p.m. Memorial 228

**Text:** ISBN-9780135417812, Go! With MS Office 365, Intro.  
Gaskin/Vargas/Geoghan/Graviett

**Pre/Co-requisites:** None

**Course Description:** This course provides students with an overview of general hardware and software issues such as terminology and environments. The focus on the use of application software includes word processing, spreadsheets, databases, presentation software and Internet usage.

**Course Objectives:**

- Students will learn the fundamentals of Office 365 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 2016 so that they can become more productive
- To develop an exercise-oriented approach that allows learning by doing
- To encourage independent study

**General Education Competency/Goal:** DCB General Ed. Goal #2 Demonstrates 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 Theme:**

**Technology:** The course focuses on knowledge and application of technology. **Objective 1:** Completes assignments using appropriate application software. **Skill:** 1. Creates, edits, and formats a word processing document

2. Creates edits, and formats a slide show presentation
3. Creates, edits, and formats a spreadsheet application

**Course Requirements:** Material will be presented in the form of lecture, class discussion, participation and demonstration. Course material will be posted on Blackboard in addition to readings, assignments, announcements and important dates & deadlines. Students are advised to regularly consult the Blackboard site for this course. Daily points are earned each class period by attendance and completion of assignments and activities.

## **Tentative Course Outline**

- Microsoft Office 365 and Windows 10
  - Office 365 Apps
  - Microsoft Office Features
  - Windows Features
  - File Management
- Microsoft Word
  - Creating Documents with Word
  - Creating Cover Letters and using Tables to Create Resumes
  - Creating Research Papers
  - Newsletters, and Merged Mailing Labels
- Microsoft Excel
  - Creating a Worksheet and Charting Data
  - Using Functions, Creating Tables, and Managing Large Workbooks
  - Analyzing Data with Pie Charts, Line Charts, and What-if Analysis Tools
- Microsoft Access
  - Getting Started with Microsoft Access 2019
  - Sort and Query a Database
  - Forms, Filters and Reports
- Microsoft PowerPoint
  - Getting Started with PowerPoint
  - Formatting PowerPoint Presentations
  - Enhancing a Presentation with Animation, Video, Tables and Charts
- Office Integrated Projects
  - Integrating Word, Excel, Access and PowerPoint

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

## Classroom Policies

-Attendance: Attendance will be taken every class period in the event that there is an in-class assignment or a quiz that cannot be made up if you are absent. 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 be completed before coming to class. Assignments are to be handed in via Blackboard.

-Testing: **No test will be given other than the scheduled testing date and time—no exceptions.** Talking or leaving the classroom 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.

-Attendance/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>. Attendance is required. An emergency situation would constitute an “excused” absence while students are still required to complete all class activities and are responsible for all material covered and changes in the schedule.

An excused absence is generally accepted and understood as being religious observances, university activities, illness and other emergency type circumstances. Excused absences will be handled on an individual basis. If you simply tell me, you will not be attending class; the absence will be designated "unexcused" until documentation is provided verifying your circumstance as defined as excused. Absences due to conditions such as lack of transportation, conflict with an appointment, etc. will be considered unexcused.

-Late Work: Even in the case of an extraordinary and well-documented circumstance class activities likely **cannot be made-up**, the instructor will need to be contacted before the absence and these occurrences will be handled on an individual basis. In non-emergency cases or without appropriate written documentation late assignments WILL NOT be accepted.

-Exams & Final Exam Schedule: The final exam schedule is based on class lecture periods. Students must be in attendance on the day scheduled for exams. Failing to be present will result a “0” score. Final exams are scheduled based on class lecture periods. Our final exam is on Monday May 11, 2020. <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 are to be silenced during class. If you receive an emergency communication, please excuse yourself from the room.

- Be on time however if you must be late please seat yourself as close to the entrance as possible and avoid any disruption. From “*Assignments*” above: You are asked that assignments are read & completed before coming to class *therefore* you will know what files are needed for discussion from your homework assignments.
- *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.

-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/online/policies-procedures>. The instructor reserves the right to interpret and declare what is considered cheating.

**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.