

## **CSCI 101 Introduction to Computers**

### **Fall Semester 2012**

**Course Description:** Students will learn general hardware issues and file management terminology and skills. Application software includes word processing, spreadsheets, data bases, and presentation software.

#### **Course Objectives:**

- ⇒ To teach the fundamentals of Office 2010.
- ⇒ To expose students to practical examples of the computer as a useful tool.
- ⇒ To acquaint students with the proper procedures to create documents, worksheets, data bases, and presentations suitable for coursework, professional purposes, and personal use. To help students discover the underlying functionality of Office 2010 so that they can become more productive.
- ⇒ To develop an exercise-oriented approach that allows learning by doing
- ⇒ To encourage independent study

**Instructor:** Ms. Colette Schimetz

**Office:** Thatcher Hall 207

**Office Hours:** MWF 9:00 AM to 11:00 AM  
TuTh 1:00 PM to 2:00 PM

**Phone:** 701-228-5444

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**Lecture/Lab Schedule:** MWF 1:00 PM to 1:50 PM  
MWF 2:00 PM to 2:50 PM  
MWF 11:00 AM to 11:50 AM  
TuTh 9:30 AM to 10:45 AM  
Thatcher Hall 212

**Textbook(s):** Microsoft Office 2010 Marquee Series, Rutkosky, Seguin, Rutkosky, ISBN: 978-0-76383-771-6, and a USB drive.

**Course Requirements:** Students are required to complete all class activities. Attendance is required. Quizzes and test may not be made up unless arrangements are made with the instructor prior to class time. Emergencies and excused absences will be handled on an individual bases. Bring your textbook, USB, and writing tools to class each day.

**Grading and Evaluation Criteria:** Grades will be determined by total points earned divided by total points possible. Tests will comprise 70% of your grade. Tests will be both production and objective, i.e. multiple choices, true/false, short answer. 30% of your grade will be based on daily work.

A=90 and above

B= 89-80

C= 79-70

D= 69-60

F= 59 and below

## **Tentative Course Outline:**

### **Essential Computer Concepts**

- ⇒ Hardware
- ⇒ File Management
- ⇒ Security Issues
- ⇒ Computer Ethics
- ⇒ Exploring Windows 7 desktop
- ⇒ Internet Explorer

### **Word 2010**

- ⇒ Creating and Editing a Document
- ⇒ Formatting characters and paragraphs
- ⇒ Advanced formatting and enhancing documents
- ⇒ Formatting with special features such as WordArt, tables, and newspaper columns
- ⇒ Merging documents and envelopes

### **Excel 2010**

- ⇒ Analyzing data using Excel
- ⇒ Editing and formatting worksheets
- ⇒ Using functions, setting print options, and adding visual elements to worksheets
- ⇒ Working with multiple worksheets, tables, and other files formats

### **Access 2010**

- ⇒ Creating databases, tables and relationships
- ⇒ Maintaining data in Access tables
- ⇒ Creating queries, forms, and reports

### **Power Point 2010**

- ⇒ Determining the purpose of a presentation
- ⇒ Preparing a presentation
- ⇒ Enhancing slides with clip art, formatting, SmartArt, animation, and themes
- ⇒ Customizing a presentation with action buttons, hyperlinks, and tables
- ⇒ Adding headers, footers, sound, and video
- ⇒ Setting and rehearsing timings for a presentation

### **General Education Goals/Objectives:**

**Technology:** Demonstrates knowledge and application of technology

**Objective 1:** Completes an assignment using an appropriate application software  
**Skill:** Creates, edits, and formats a word processing document

**Relationship to Campus Theme:** 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: Be on time!** Class participation is required and this means that students will be working on assigned projects during class not browsing the internet , chatting, or playing games. Anyone caught doing this may be asked to leave. Arriving late, leaving early, talking and texting are distracting to the instructor and other students. Texting and cell phone use during class is not permitted. There will be no ear buds allowed in class. If you receive a phone call that you must take, quietly leave the room to take the call and return when you are finished.

**Academic Integrity:** 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. (Student handbook p.19) Students will receive no credit for work that fails to meet standards of academic integrity. The work you hand in must be your own. Handing in someone else's work can result in an F and/or removal from class.

**Disabilities and Special Needs:** If you have a disability for which you need accommodation, contact me within the first week of the semester. Learning Center disability support services are available also: phone 701-228-5477 or toll-free 1-888-918-5623.