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

Number of Credits: 3 Credits

Course Description: General hardware and software issues such as: terminology, environments. Applications such as: word processing, spreadsheets, databases, Internet usage.

Pre-/Co-requisites: None

Course Objectives:
- Students will learn the fundamentals of Microsoft Office and demonstrate abilities through 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 Microsoft Office so that they can become more productive
- To develop an exercise-oriented approach that allows learning by doing
- To encourage independent study

Instructor: Kayla O'Toole

Office: NSC 102

Office Hours: By arrangement

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Lecture/Lab Schedule: Online

Textbook(s): Open Educational Resources – No textbook is required.

Course Requirements: Grades will be calculated by dividing total points earned by total points available. You will need access to a desktop or laptop computer to take this class. You cannot use a phone, tablet or Chromebook to take this class.

Grading: Assignments and projects are graded seven days after the date due.

Grading Scale:
- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 0-59%

Tentative Course Outline:

Module 1			
Topic	**What's Due?**	**Points**	**Due Date**
Welcome	Intros Syllabus Quiz	5 5	August 28
Digital Literacy	Discussion – Digital Literacy Assignment – Digital Literacy	10 20	August 28
The Internet, Safety, and Security	Discussion – The Internet Discussion – Safety & Security Assignment – Safety & Security	10 10 20	Sept. 5
Operating Systems and File Management	Discussion – Operating Systems Discussion – Hardware/Software	10 10	Sept. 11
Hardware and Software	Case Study – Module 1 Exam – Module 1	30 30	Sept. 11
Total Points Available to Earn for Module 1:		**160**	

Module 2			
Topic	**What's Due?**	**Points**	**Due Date**
Microsoft Word – Flyers and Newsletters	Skills Check – Flyers Skills Check - Newsletters Assignment – Flyers & Newsletters	10 10 20	September 18
Microsoft Word – Research Papers	Skills Check – Research Paper Discussion – Research Paper Assignment – Research Paper	10 10 20	September 25
Microsoft Word – Letters and Labels	Skills Check – Letters Skills Check - Labels Exam – Module 2 Case Study – Module 2	10 10 30 30	October 2
Total Points Available to Earn for Module 2:		**160**	

Module 3			
Topic	**What's Due?**	**Points**	**Due Date**
Microsoft Excel – Creating Worksheets	Skills Check – Worksheets Skills Check - Worksheets Assignment - Worksheets	10 10 20	October 9
Microsoft Excel – Formulas, Functions and Tables	Skills Check – Formulas Skills Check - Tables Assignment – Formulas and Tables	10 10 20	October 16
Microsoft Excel – Charts & What-If Analysis	Skills Check – Charts Skills Check – What-If Analysis Exam – Module 3 Case Study – Module 3	10 10 30 30	October 23
Total Points Available to Earn for Module 3:		**160**	

Module 4			
Topic	**What's Due?**	**Points**	**Due Date**
Microsoft Access – Intro to Access	Skills Check – Access Discussion - Access Assignment - Access	10 10 20	October 30
Microsoft PowerPoint – Creating Presentations	Skills Check – Creating Presentations Skills Check – Creating Presentations Assignment – Creating Presentations	10 10 20	November 6
Microsoft PowerPoint – Enhancing Presentations	Skills Check- Enhancing Presentations Skills Check- Enhancing Presentations Exam – Module 4 Case Study – Module 4	10 10 30 30	November 13
Total Points Available to Earn for Module 4:		**160**	

Module 5			
Topic	**What's Due?**	**Points**	**Due Date**
Communication Technologies - Videoconferencing	Skills Check – Video Conferencing Assignment – Video Conferencing	10 20	November 21
Communication Technologies - Emails	Skills Check – Emails Discussion – Emails Assignment – Emails	10 10 20	December 4
Wrap-up Week	Exam – Module 5 Case Study – Final Project Assignment – Final Reflection	30 50 10	December 13
Total Points Available to Earn for Module 5:		**160**	

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s): Employs industry specific skills in preparation for workplace readiness. Learning Outcome #2: Employ management of information procedures.

Relationship to Campus Focus: 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:
- Students are required to complete all class activities.
- Cheating will result in the automatic failure of this course.
- All assignments will be submitted in Blackboard.
- Assignments that are late will have points deducted accordingly. 10% for each day late. Once an assignment has reached a value of zero, it will not be accepted.
- Incompletes are handled according to the campus policy.

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.

Academic Integrity:

According to the DCB Student Handbook, 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. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.