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 course work, 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

Phone: 701-228-5479

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Lecture/Lab Schedule: Tuesdays @12:30 PM in TH 212 and Online

Textbook(s): Open Educational Resources – No textbook is required. The full version of Microsoft Office 365 is required. This is free for students to download. The online version of Microsoft Office will not work.

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	**In-Person Class** - Intros & Overview	10	August 27
	Syllabus Quiz	5	August 30
Digital Literacy	*Online Class*		
	Discussion – Digital Literacy	10	September 3
	Assignment – Digital Literacy	20	September 3
The Internet	**In-Person Class** – The Internet	10	September 3
Online Safety and Security	*Online Class*		
	Skills Check – Safety & Security	10	September 9
	Assignment – Safety & Security	20	September 9
Operating Systems and File Management	**In-Person Class** – Operating Systems	10	September 10
Hardware and Software	*Online Class*		
	Assignment – Hardware/Software	10	September 16
	Case Study – Module 1	30	September 16
	Exam – Module 1	30	September 16
Total Points Available to Earn for Module 1:		**165**	

Module 2

Topic	What's Due?	Points	Due Date
Microsoft Word – Flyers & Newsletters	**In-Person Class** – Flyers	10	September 17
	Online Class		
	Skills Check – Newsletters	10	September 23
	Assignment – Flyers & Newsletters	20	September 23
Microsoft Word – Research Papers	**In-Person Class** – Research Papers	10	September 24
	Online Class		
	Skills Check – Research Papers	10	September 30
	Assignment – Research Papers	20	September 30
Microsoft Word – Letters and Labels	**In-Person Class** – Letters/Labels	10	October 1
	Online Class		
	Assignment – Labels	10	October 7
Microsoft Word – Recap Week	**In-Person Class** – Recap Week	10	October 8
	Online Class		
	Exam – Module 2	30	October 14
	Case Study – Module 2	30	October 14
Total Points Available to Earn for Module 2:		**170**	

Module 3

Topic	What's Due?	Points	Due Date
Microsoft Excel – Creating Worksheets	**In-Person Class** – Worksheets	10	October 15
	Online Class		
	Skills Check - Worksheets	10	October 21
	Assignment - Worksheets	20	October 21
Microsoft Excel – Formulas, Functions and Tables	**In-Person Class**-Formulas and Tables	10	October 22
	Online Class		
	Skills Check – Formulas and Tables	10	October 28
	Assignment – Formulas and Tables	20	October 28
Microsoft Excel – Charts & What-If Analysis	**In-Person Class** – Charts	10	October 29
	Online Class		
	Assignment – Charts/ What-If	10	November 4
Microsoft Excel – Recap Week	**In-Person Class** – Recap Week	10	November 5
	Online Class		
	Exam – Module 3	30	November 12
	Case Study – Module 3	30	November 12
Total Points Available to Earn for Module 3:		**230**	

Module 4			
Topic	**What's Due?**	**Points**	**Due Date**
Microsoft Access – Intro to Access	**In-Person Class** – Intro to Access	10	November 12
	Online Class		
	Discussion – Intro to Access	10	November 18
	Assignment - Access	20	November 18
Microsoft PowerPoint – Creating Presentations	**In-Person Class** - Creating Presentations	10	November 19
	Online Class		
	Skills Check – Creating Presentations	10	November 25
	Assignment – Creating Presentations	20	November 25
Microsoft PowerPoint – Enhancing Presentations	**In-Person Class** – Enhancing Presentations	10	November 26
	Online Class		
	Assignment – Enhancing Presentations	10	December 2
	Exam – Module 4	30	December 2
	Case Study – Module 4	30	December 2
Total Points Available to Earn for Module 4:		**160**	
Module 5			
Topic	**What's Due?**	**Points**	**Due Date**
Communication Technologies – Videoconferencing & Emails	**In-Person Class** – Video Conferencing	5	December 3
	In-Person Class – Emails	5	December 3
	Online Class		
	Skills Check – Emails and More	10	December 9
	Assignment – Video Conferencing/Emails	20	December 9
Wrap-up Week	**In-Person Class**	10	December 10
	Online Class		
	Exam – Module 5	30	December 19
	Case Study – Final Project	50	December 19
	Assignment – Final Reflection	10	December 19
Total Points Available to Earn for Module 5:		**140**	

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.