DAKOTA COLLEGE AT BOTTINEAU

COURSE SYLLABUS

Course Prefix/Number/Title: CSCI 101 / 37330 / Introduction to Computers

Number of Credits: 3

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, and presentation software.

Pre-/Co-requisites: None

Course Objectives:

- Students will learn the fundamentals of Office 365 and demonstrate abilities by completing a variety of tasks and assessments.
- 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 2019 so that they can become more productive.
- To develop an exercise-oriented approach that allows learning by doing.
- To encourage independent study.

Instructor: Doug Tiedman

Office: Administrative Building 356

Office Hours: M – F, 8:00 a.m. to 4:30 p.m.

Phone: (701) 858-3832

Email: douglas.tiedman@ndus.edu

Lecture/Lab Schedule: MWF 11:00 - 11:50 a.m. – Pexip

Textbook(s):
ISBN-13: 9780137602254,
GO! Microsoft 365: Introductory 2021,
Gaskin/Vargas/Geoghan/Graviett

Course Requirements: Instruction procedures will be 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 11
- 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
  - 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

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s): Demonstrate 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 Focus:

Technology: The course focuses on knowledge and application of technology.

Objective 1: Completes assignments using appropriate application software.

Skills:

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

Classroom Policies:

- Attendance: Attendance will be taken every class period. 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, so 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. To maximize 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.

- 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.

All policies associated with this course are subject to revision. Reasonable notification will be provided to students before any major changes are made.

- Grading: is the accumulation of in-class activities, assignments, quizzes, tests and a final project for total points. Grading outline is:

100-90% = A

89-80% = B

79-70% = C

69%-60 = D

below 60% = F.

-Attendance: 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 https://www.dakotacollege.edu/handbook/ .
Attendance is required. An emergency 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.

- Quizes & 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. The schedule can be found at
https://www.dakotacollege.edu/academics/class-schedules

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.

AI Student Policy:
Unless otherwise indicated in the course syllabus, or in individual instructions for course assignments, or in the absence of the express consent of the course instructor, students are not allowed to utilize generative AI to help produce any of their academic work. Any violation of this policy will be considered an act of academic dishonesty as outlined within the Dakota College Code of Student Life.

RESPONSIBILITIES

Students	- Responsible to follow the syllabus and assignment instructions regarding use of generative AI for all academic work. - Obtain permission of the instructor prior to the use of generative AI that is outside of the syllabus or assignment instructions. Provide appropriate rationale for how the use of generative AI will enhance the learning experience for the assignment. - In instances where generative AI is permissible, appropriately cite the generative AI program used and indicate where in the assignment it was used, in a brief submission statement.

Faculty	• Determine if the use of generative AI could enhance student learning in any assignment of project. • Clearly indicate in all course syllabi if generative AI is allowable for any academic work. • If allowable, give specific parameters for how and when generative AI may be used. • If a violation of generative AI for the individual course/syllabus is suspected, discuss the concern with the student. If violation is still suspected, inform the appropriate semester coordinator/program director.