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. 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	Intros	5	June 6
	Syllabus Quiz	5	
Digital Literacy	Discussion – Digital Literacy	10	June 13
	Assignment – Digital Literacy	20	
The Internet, Safety, and Security	Discussion - The Internet	10	June 13
	Skills Check – Safety & Security	10	
	Assignment – Safety & Security	20	
Operating Systems and File Management	Discussion - Operating Systems	10	June 20
	Discussion – Hardware/Software	10	
Hardware and Software	Case Study – Module 1	30	June 20
	Exam – Module 1	30	
Total Points Available to Earn for Module 1:		**160**	

Module 2			
Topic	**What's Due?**	**Points**	**Due Date**
Microsoft Word – Flyers & Newsletters	Skills Check – Flyers	10	June 27
	Skills Check – Newsletters	10	
	Assignment – Flyers & Newsletters	20	
Microsoft Word – Research Papers	Skills Check – Research Paper	10	June 27
	Discussion – Research Paper	10	
	Assignment – Research Paper	20	
Microsoft Word – Letters and Labels	Skills Check – Letters	10	June 27
	Skills Check – Labels	10	
	Exam – Module 2	30	
	Case Study – Module 2	30	
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	10	July 3
	Skills Check - Worksheets	10	
	Assignment - Worksheets	20	
Microsoft Excel – Formulas, Functions and Tables	Skills Check – Formulas	10	July 3
	Skills Check - Tables	10	
	Assignment – Formulas and Tables	20	
Microsoft Excel – Charts & What-If Analysis	Skills Check – Charts	10	July 3
	Skills Check - What-If Analysis	10	
	Exam – Module 3	30	
	Case Study – Module 3	30	
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 – Intro to Access	10	July 11
	Discussion – Intro to Access	10	
	Assignment - Access	20	
Microsoft PowerPoint – Creating Presentations	Skills Check - Creating Presentations	10	July 11
	Skills Check – Creating Presentations	10	
	Assignment – Creating Presentations	20	
Microsoft PowerPoint – Enhancing Presentations	Skills Check - Enhancing Presentations	10	July 11
	Skills Check - Enhancing Presentations	10	
	Exam – Module 4	30	
	Case Study – Module 4	30	
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	10	July 18
	Assignment–Video Conferencing	20	
Communication Technologies – Emails	Skills Check – Emails	10	July 18
	Discussion – Emails	10	
	Assignment - Emails	20	
Wrap-up Week	Exam – Module 5	30	July 25
	Case Study – Final Project	50	
	Assignment – Final Reflection	10	
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.