

Course Prefix/Number/Title: CSCI 101 Intro 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 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 uses.
- To help students discover the underlying functionality of Office 365 so they can become more productive.
- To encourage independent study.

Instructor: Christy Jackson

Office: Online

Office Hours: Online. Arrange chat sessions with the instructor as needed.

Phone: 701-240-5866 (emergencies only)

Email: Course messaging system.

Lecture/Lab Schedule: Within the online course. Students are not required to attend any sessions on campus.

Textbook(s): GO! With Microsoft Office 365 2019 Edition

Authors: Gaskin, Vargas, McLellan

Publisher: Pearson

ISBN: 9780135417812

Course Requirements:

1. Students will complete all assignments in a professional manner.
2. Assignments are graded as the instructor deems appropriate.

3. Work completed is expected to be the student's own. Any instances of plagiarism will result in significant grade reduction.
4. Assignments must be submitted by the designated due date or students will receive significant point reductions (50%).
5. All communication with the instructor and fellow students will be conducted in a professional manner. There will be no texting acronyms used and all communication should contain proper grammar.

Tentative Course Outline:

Description of Assignment/Assessment	CEC Standard	Points Possible	Points received
<b>Introduction:</b> Students will introduce themselves to their fellow student via a discussion forum.		1@20	
<b>Assignments:</b> Students will manipulate/create documents according to the chapter of study.		25 @ 25 pts	
<b>Quizzes:</b> Students will create higher level documents at the end of some chapters to prove competence.		5 @ 50 pts each	
<b>Research Paper:</b> Student will be asked to write an 1 page research paper with references.		1 @ 50 pts each	
<b>Cliché Day Project:</b> Students will create a cliché poster and an accompanying ½ page explanation.		1 @ 50 pts	
<b>Final:</b> Students create a PowerPoint presentation based on the research paper written earlier in the semester.		1 @ 100 pts.	
<b>Total Points</b>		1,095	

**Grades.** Grades will be calculated by dividing total points earned by the total points possible and will be based on the following percentages:

Percentage	Grade	
90-100%	A	Target
80 – 89%	B	Acceptable-high
70 – 79%	C	Acceptable-low
60 – 69%	D	Unacceptable
0 – 59%	F	Unacceptable

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s): The students will learn the fundamental of Office 365 and demonstrate abilited by completing a variety of tasks and exams.

Relationship to Campus Focus:

Technology: The Course focuses on knowledge and application of technology. Objective 1: Completes assignments using appropriate application software

Skill: 1. Creates, edits, and formats a word processing document  
2. Creates, edits, and formats a spreadsheet application  
3. Creates, edits, and formats a slide show

Classroom Policies: The class is held online and students are not required to attend class on campus. However, the online classroom environment is to be respectful of other students and their opinions and use proper grammar, punctuation an proper business language when communicating in anyway within the classroom.

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.