Course Prefix/Number/Title: CSCI 101 / 15734 / 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 2019 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: Linda Conn, M.Ed.
Office: Swain 218
Office Hours: M – F, 8:00 a.m. to 4:00 a.m.
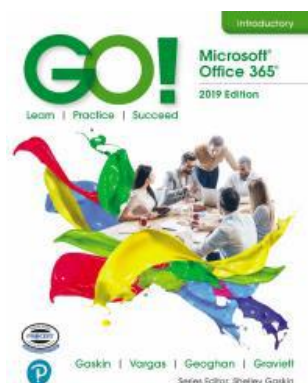**Phone:** (701) 858-3028
Email: linda.conn@ndus.edu
Lecture/Lab Schedule: MWF 12:00-12:50 p.m. Memorial Hall 228

Textbook(s):
ISBN-9780135417812,
Go! With MS Office 365, Intro, Gaskin/Vargas/Geoghan/Graviett

Course Requirements:

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. Late work will be accepted either pre-approved due to emergency circumstances or with a 10% deduction in your grade.

Tentative Course Outline:

- Microsoft Office 365 and Windows 10
- 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 Outlook
  - Getting Started with Microsoft Outlook 2019
  - Email etiquette
  - Meeting Polls

- 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

September 7 - Labor Day, University Closed
September 21 - Assessment Day, no classes 8am-2:50pm
November 11 - Veteran's Day, University Closed
November 25 - 27 - Thanksgiving Holiday, no classes, University Closed November 26
Assessment Day: 9/20/2021

Grading Scale
90-100% A
80-90% B
70-80% C
60-70% D
0-60% F

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.

I _____have read and agree to this syllabus.