

## CIS 101 Introduction to Computers Fall Semester 2010

**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.



### Course Objectives:

- ⇒ Students will learn the fundamentals of Office 2010 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 use
- ⇒ To help students discover the underlying functionality of Office 2010 so that they can become more productive
- ⇒ To develop an exercise-oriented approach that allows learning by doing
- ⇒ To encourage independent study

**Instructor:** Ms. Diane R Keller

**Office:** Thatcher 211

**Office Hours:** MWF- 1:00pm-3:00pm

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**Lecture/Lab Schedule:** T, TH 11:00am-12:15pm / Thatcher Hall 214

**Textbook(s)::** Microsoft Office 2010: Brief, 1<sup>st</sup> Edition - Shelly, Vermaat – ISBN: 9781439078426,

Introduction to Computers 8<sup>th</sup> Edition - Shelly, Freund, Vermaat – ISBN: 9781439081310

USB Drive

**Course Requirements:** Instruction procedures include lecture, class discussion and participation, individual assistance and tests.

### Grading Methods

Objective Tests

Quizzes

Other projects

Final research project & presentation

### Grading Scale

A = 90%

B = 80%

C = 70%

D = 60%

F=59%↓

Grades will be calculated by dividing total points earned by total points available from assignments and tests.

## Tentative Course Outline:

### Introduction to Computers Section

- ❖ Components of a Computer
  - Input Devices
  - System Unit
  - Output Devices
  - Storage Devices
- ❖ Communications Devices.
- ❖ Computer Software
- ❖ Networks and the Internet
- ❖ How to Purchase
  - Desktop Computer
  - Notebook Computer
  - Tablet PC
  - Personal Mobile Device.

### Office Applications Section

- ❖ Common Elements
- ❖ WORD 2010
  - Creating, Formatting, and Editing a Word Document with a Picture
  - Creating a Research Paper with Citations and References.
- ❖ EXCEL 2010
  - Creating a Worksheet and an Embedded Chart
  - Formulas, Functions, and Formatting
- ❖ ACCESS 2010
  - Creating and Using a Database.
  - Querying a Database.
- ❖ POWERPOINT 2010.
  - Creating and Editing a Basic Presentation.
  - Enhancing a Presentation with Pictures and Shapes.

### General Education Goals/Objectives:

MSU-B General Ed. Goal #2

### Relationship to Campus Theme:

**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 presentation

## Classroom Policies:

- ⇒ Students are required to complete all class activities.
- ⇒ Attendance is required. Quizzes and tests cannot be made-up. Exceptions may apply when students are excused because of a school function or if an emergency arises. Arrangements must be made with the instructor prior to class time. Excused absences will be handled on an individual basis.
- ⇒ Assignments are due at the designated time, even if you will be or were absent. Late assignments **will not** be accepted.
- ⇒ Bring your textbooks, and writing tools each day to class. It is recommended that each student have a pocket folder in which to keep assignments.
- ⇒ Bring a positive, cooperative attitude to class each day.
- ⇒ Using the computer for gaming, chatting or activities other than the program required for class is prohibited. People who do so may be asked to leave the classroom.
- ⇒ Turn off cell phones and other electronic devices, as they are distracting to everyone in the room.

## Academic Integrity:

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. (Student handbook p.19)

- ⇒ Students will receive no credit for work that fails to meet standards of academic integrity.
- ⇒ If a person participates in academic dishonesty more than once, the result will be an F for the course.

**Disabilities and Special Needs:** If you have a disability for which you need accommodation, contact me within the first week of the semester.

Center disability  
are available also:  
5477 or toll-free 1-

Learning  
support services  
phone 701-228-  
888-918-5623.

