

CIS 101 Introduction to Computers







Fall Semester 2014

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.



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-2:15pm

Phone: 701-228-5453

Email: diane.keller@dakotacollege.edu

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

Textbook(s): Go with Microsoft Office 2013; Gaskin, Vargas, McLellan; ISBN: 978-0-13-314266-2; “MY IT LAB” subscription/ID code
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
- 📖 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.
- 📖 Student must be in attendance on the day scheduled for the final exam. Failing to be present will result in an F on the final project.
- 📖 Assignments are due at the designated time, even if you will be or were absent. Late assignments will not be accepted.
- 📖 Bring your textbooks, electronic storage device, and writing tools each day to class
- 📖 Bring a positive, cooperative attitude to class each day.
- 📖 DO NOT BE LATE TO CLASS.....Tardiness will not be tolerated. It is disruptive to your peers and the discussions. If you attempt to enter the classroom after the door has been closed, you will be instructed to leave the room.

📖 The instructor reserves the right to remove anyone causing disruptions or showing disrespect to others in the class. The first offense will result in expulsion from that class period. A second offense will result in the students' permanent removal from the class and a grade of F for the semester. Disruptions include:

- Any use of cell phone or any other electronic device (tablets, net books, or laptop computers, I-pads, I-pods etc.) during class
- Using the computer for gaming, chatting or activities other than the program required for class
 - The instructor reserves the right to interpret and declare what is considered disruptive or disrespectful behavior. Examples may include but are not limited to
 - Disruptive talking
 - Listening to music, sports or any other recording utilizing an electronic device via ear buds
 - Watching videos during class

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:

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. Learning Center disability support services are available also: phone 701-228-5477 or toll-free 1-888-918-5623.

Mid-Term and Final Exam Policy

📖 Student **must** be in attendance on the day scheduled for the mid-term and final exams. Failing to be present will result in an F on the final test or project.

📖 Refer to the Policy and Procedure document titled "Student Requests for Change in Final Examination Schedule"

