CSCI 101 Introduction to Computers

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.

Credits: 3 Credit Course

Pre-/Co-requisites: None

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 uses.
• To help students discover the underlying functionality of Office 2010 so they can become more productive.
• To encourage independent study.

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Textbook: Microsoft Office 2010: Introductory (978-1-4390-7838-9)

Grading Scale
Grading Methods A=90%
Objective Tests B=80%
Quizzes C=70%
Other Projects D=60%
Final research project & presentation F=59% & below

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

Course Requirements:

* Students will complete all assignments in a professional manner.
* Assignments are graded as the instructor deems appropriate.
* Work completed is expected to be the student's own. Any instances of plagiarism will result in significant grade reduction.
* Assignments must be submitted by the designated due date or students will receive significant point reductions (50%).
* Exams are given & taken on a Web-based format. Students receive immediate feedback on scores earned on all exams except the final exam.
* Exams may be taken at any computer with Internet access. Hence, students need to set up or select an environment conducive for testing. (e.g. distraction-free area at home, a

computer lab in a library, etc.)

Tentative Course Outline:

• INTRODUCTION TO COMPUTERS

• MICROSOFT WORD 2010
1. Creating, Formatting, and Editing a Word Document with Pictures
2. Creating a Research Paper with Citations and References
3. Creating a Business Letter with a Letterhead and Table

• MICROSOFT EXCEL 2010
1. Creating a Worksheet and an Embedded Chart
2. Formulas, Functions, and Formatting
3. What-If Analysis, Charting, and Working with Large Worksheets

• MICROSOFT ACCESS 2010
1. Databases and Database Objects: An Introduction
2. Querying a Database

• MICROSOFT POWERPOINT 2010
1. Creating and Editing a Presentation with Clip Art
2. Enhancing a Presentation with Pictures, Shapes and WordArt
3. Presenting the results of research using PowerPoint as a visual aid (final project)

General Education Goals/Objectives:
DCB 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

Online Classroom Policies:
• Students are required to complete all class activities.
• Assignments are due at the designated time. Assignments handed in late will lose 50% of the grade they would have been earned if the work had been submitted on the due date.

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)

Disabilities and Special Needs:

If you have a disability for which you need accommodation, contact the Learning Center to request disability support services: phone 701-228-5477 or toll-free 1-888-918-5623.