

CSCI 101 Introduction to Computers

Spring Semester 2015

Course Description: Understanding and using technology is an essential skill for success in personal and professional roles. Students will develop or expand their knowledge of key computer concepts related to the Internet and Web, hardware, software, security, privacy and ethical issues in our global, technology-driven society.

Course Objectives:

- ⇒ To teach the fundamentals of Office 2013 and general computer concepts
- ⇒ To expose students to practical examples of the computer as a useful tool.
- ⇒ To acquaint students with the proper procedures to create documents, worksheets, data bases, and presentations suitable for coursework, professional purposes, and personal use. To help students discover the underlying functionality of Office 2013 so that they can become more productive.
- ⇒ To develop an exercise-oriented approach that allows learning by doing
- ⇒ To encourage independent study

Instructor: Ms. Colette Schimetz

Office: Thatcher Hall 207

Office Hours: MWF 1:00 PM to 3:00 PM

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Lecture/Lab Schedule: MWF 9:00 AM to 9:50 AM
MWF 11:00 AM to 11:50 AM
TuTh 11:00 PM to 12:15 PM
Thatcher Hall 212

Textbook(s) Computer Concepts and Microsoft Office 2013 E-Book with SNAP Account
ISBN: 9780763860417.

Course Requirements: Students are required to complete all class activities. Attendance is required. Quizzes and test may not be made up unless arrangements are made with the instructor prior to class time. Emergencies and excused absences will be handled on an individual bases. A USB flash drive would be helpful but is not necessary if you choose to use some type of cloud storage.

Grading and Evaluation Criteria: Grades will be determined by total points earned divided by total points possible. Tests will be both production and objective, i.e. multiple choices, true/false, short answer.

A=90 and above

B= 89-80

C= 79-70

D= 69-60

F= 59 and below

The final exam schedule is as follows:

9:00 AM MWF final is Monday, May 11, at 9:00-11:00 AM

11:00 AM MWF final is Wednesday, May 13 at 12:00-2:00 PM

11:00 AM TuTh final is Tuesday, May 12 at 12:00-2:00 PM.

Tentative Course Outline:

Microsoft Office Essentials

- ⇒ Using Windows 8
- ⇒ File management
- ⇒ Exploring the Ribbon Interface and Backstage View
- ⇒ Selecting text, using the Mini Toolbar, and using the Office Clipboard
- ⇒ Using OneDrive for storage

Word 2013

- ⇒ Creating and Editing and formatting a document
- ⇒ Enhancing a document with special features
- ⇒ Advanced formatting and enhancing documents
- ⇒ Formatting with special features such as WordArt, tables, and newspaper columns
- ⇒ Merging documents and envelopes

Essential Computer Concepts

- ⇒ Hardware
- ⇒ Operating system and Utility Programs
- ⇒ Computer Security and Privacy
- ⇒ Computer Ethics
- ⇒ Internet Explorer 10

Excel 2013

- ⇒ Analyzing data using Excel
- ⇒ Editing and formatting worksheets
- ⇒ Using functions, setting print options, and adding visual elements to worksheets
- ⇒ Working with multiple worksheets, tables, and other files formats

Access 2013

- ⇒ Creating databases, tables and relationships
- ⇒ Maintaining data in Access tables
- ⇒ Creating queries, forms, and reports

Power Point 2013

- ⇒ Determining the purpose of a presentation
- ⇒ Preparing a presentation
- ⇒ Enhancing slides with clip art, formatting, SmartArt, animation, and themes
- ⇒ Customizing a presentation with action buttons, hyperlinks, and tables
- ⇒ Adding headers, footers, sound, and video

⇒ **Setting and rehearsing timings for a presentation**

General Education Goals/Objectives:

Technology: Demonstrates knowledge and application of technology
Objective 1: Completes an assignment using an appropriate application software
Skill: Creates, edits, and formats a word processing document

Relationship to Campus Theme: At first, nature and technology may seem to be opposites but people by nature, are curious. This curiosity and quest for knowledge has led to the development of all technology. In turn this technology can be used to care for the Earth and therefore, improve the quality of life for all people.

Classroom Policies: Be on time! Class participation is required and this means that students will be working on assigned projects during class not **browsing the internet , chatting, or playing games.** Anyone caught doing this may be asked to leave. Arriving late, leaving early, talking and texting are distracting to the instructor and other students. **Texting and cell phone use during class is not permitted.** If you receive a phone call that you must take, quietly leave the room to take the call and return when you are finished.

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. The work you hand in must be your own. Handing in someone else's work can result in an F and/or removal from class.

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.