

# UTTC General Education

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## Syllabus

### CSC 101 – Introduction to Computers

#### Course Information

Credit Hour: 3

Semester/Year: Spring / 2016

Class Building: Science & Technology

Class Room: 141

Time: See Classes Below

Website: <http://formyclass@weebly.com>

#### Instructor Information

Instructor: Dennis T. Lowman

Phone: (701) 255-3285, ext. 1588

Office Building: Science & Technology

Office Room: 109

Office Hours: 8:00 to 4:30 M-F

E-Mail: [dlowman@uttc.edu](mailto:dlowman@uttc.edu)

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#### Classes:

Class	Time	Days of Week
CSC 101 (A)	11:00 – 11:50	Mon, Wed, Fri
CSC 101 (B)	1:00 – 1:50	Mon, Wed, Fri
CSC 101 (C)	1:00 – 2:20	Tues & Thu

**Required Textbooks:** Microsoft Office 2013, Introductory (Shelly Cashman Series)

#### Supplemental Materials:

- All work must be done using Office 2013 Suite. Office 2013 or any other programs are not acceptable.
- One USB memory device for saving assignments.
- Yourself, in class. Attendance is highly recommended. You are important to the class.

**Course Description:** This is a course for novice computer users. It is a hands-on, exercise-oriented introduction to the fundamentals of Windows Operating System, Word processing, Internet research, Spreadsheets, Databases and presentation graphics.

**Prerequisite(s):** None

#### Student Learning Outcomes:

Students will demonstrate the following knowledge and skills:	Assessment
1. Start applications using the Microsoft Windows operating system, customize various computer options and utilize Windows Help as evidenced by completing assignments and exams at 80% proficiency or greater.	Progress Monitoring / Reflection
2. Using Student Email account created at UTTC or commercial email account: Login, create new email, attach files to email, use the calendar function, use notes, as evidenced by the successful transmission of email and attachments from the account to the instructor.	Progress Monitoring / Reflection
3. Demonstrate a fundamental knowledge of Microsoft Word, Excel, Access and PowerPoint, through completion of assignments and exams at an 80% proficiency or greater.	Chapter Test & Labs

# POLICIES

## **Course Attendance Policy:**

This class should be treated as you would employment. Students are expected to be **present and on time for each class** and to complete the assignment for that class. All student absences will be recorded. **NO EXCEPTIONS!** Excused and non-excused absences are addressed in the student handbook.

Introduction to computers is a subject where each class day often builds on the previous lessons that were covered. Therefore, attendance is very important. If a student gets behind or absences occur, I will be available for help in the catch-up process.

Students who choose to check e-mail or surf the Internet during class will fall behind. These activities will not be permitted during class. Students who insist on checking email, playing games, or surf the web will be asked to leave the classroom and must discuss the situation with the instructor before returning to class. Please respect your classmates and the instructor by following along. Expect one warning then OUT.

## **Student Behavior in the Classroom:**

UTTC students will conduct themselves in the classroom during class time in a responsible and respectful manner. Student behavior that interferes with learning in the classroom will not be tolerated. This behavior includes chronic tardiness, threatening confrontations, intoxication, inappropriate physical contact, lewd or disrespectful language or gestures directed at the instructor or at fellow students, bullying, direct or indirect intimidation, and conversations with other students that are not related to classroom topics. Faculty is expected to maintain professional management of classroom activities prior to, during and after class times. As such, if a student demonstrates behavior that disrupts or interferes with classroom activities, an instructor reserves the right to ask the student to leave the classroom, to contact campus security, to request mediation by the academic department chair or an academic/personal counselor, or to file a formal complaint subject to a student disciplinary hearing.

*Approved by the UTTC Academic Department Chairs – Thursday, December 1, 2011*

*Approved by the UTTC Administrative Council – Tuesday, December 6, 2011*

## **Cell Phones:**

Out of respect for the other students, instructors, and yourself it is advised that cell phones are turned off during class times. If the student is expecting an important phone call (case worker, housing, clinic), the instructor must be informed ahead of time and the cell phone set to a silent ring. If such a phone call is received the student should answer the call by quietly removing him or herself from the classroom. This also includes texting during class; it is not acceptable. Cell phone use interferes with learning and teaching.

## **Food / Drink Policy:**

Food is allowed in the classroom as long as it does not distract the instructor or the class. You can drink in the classroom as long as it has a cover or lid for your beverage.

## **Accommodation of Disabilities:**

United Tribes Technical College recognizes its responsibility for making reasonable accommodations to ensure there is no discrimination on the basis of a disability. The Office of Disabilities Services coordinates reasonable support services, accommodations, and appropriate referrals aimed at removing barriers and providing an equitable learning environment. If you have a disability, please contact the Disabilities Services office located in the Education Building Room 123 (first floor). The DS department can also be reached at 701.255.3285 ext. 1516.

## Plagiarism and Academic Integrity:

Plagiarism is the term for taking credit for work that is for not your own. This means you cannot take material from articles, books or websites you find in the library and present it as your own work, you cannot let your friends prepare your assignments, and you cannot copy an assignment from a student who took the same course another semester. Plagiarism is taken seriously because this is a place for learning and new ideas; your assignments are the evidence you provide of your learning, your original ideas.

## Class Cancellation Policy:

In every situation, the decision to cancel classes is taken very seriously. The reputation of the College and the integrity of the academic program rely on every class being conducted according to the schedule. On the course schedule for this syllabus, the dates you will not have class are identified. These are circumstances that your instructor is aware of at the beginning of the semester when the campus is closed or the instructor and/or students have other commitments.

On rare occasions, there are unexpected emergencies that require class to be cancelled. If you want your instructor to contact you prior to class to let you know of a cancellation, be sure the instructor has your current phone number. Otherwise, if your instructor is not able to come to class, one of the other Teacher Education instructors will cover to make sure you get the educational experience you deserve.

## Evaluation of Student Performance: (Including Grading Policy)

Means of evaluation will be Class Participation (10%), Lab Assignments (35%), Test (45%) and CAPSTONE Project (10%). Late assignments **may** be deducted 10 points for each week the assignment is late. Assignments more than two weeks late will be accepted at the discretion of the instructor. Tests must be made up within one week. Grading is as follows:

### Grades

<b>A</b>	<b>90-100%</b>	<b>C</b>	<b>70-79%</b>
<b>B</b>	<b>80-89%</b>	<b>D</b>	<b>60-69%</b>
		<b>Failing</b>	<b>Below 60%</b>

### Assignments / Objectives: Test (5), Labs (8)

Week	Topic	Title / Objective	Assignment Due
1	Class Introduction	<u>Course Syllabus &amp; Course Outline</u> : Make sure you can log into MyUTTC site - Learn how computers work	None
2	Intro to Technology	<u>Introduction to Technology</u> : Open up a computer and discuss All the components	Test
3	Windows 8 & Overview of Office 2013	<u>Office 2013 and Windows 8: Essential Concepts and Skills</u> : Log-in procedures - Desktop Operations - Create Folders - Save Files - Change Screen resolution -Manage files.	Test
4 & 5	Word 2013 (Chapter 1)	<u>Creating, Formatting, and Editing a Word Document with Pictures</u> : Check spelling - Format paragraphs - Format Text - Change Theme colors - Insert digital pictures - Format pictures - Page borders - Change document properties	Lab & Test
6 & 7	Word 2013 (Chapter 2)	<u>Creating a Research Paper with Citations and References</u> : Describe APA documentation style for research papers - Change Line and Paragraph spacing - Modify style - Use headers to number pages - Apply & Modify formatting - Modify paragraph indentation - Insert & edit citations - Add footnotes - Insert manual page breaks - Create bibliographical list - Cut, copy and paste text - Find synonyms.	None

Week	Topic	Title / Objective	Assignment Due
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8	Word 2013 (Chapter 3)	<u>Creating a Business Letter with a Letterhead and Table:</u> Change margins - Insert and format a shape - Change text wrapping - Insert and format a clip art image - Insert a symbol - Add a border to a paragraph - Clear formatting - Convert a hyperlink to regular text - Using tab stops - Insert current date - Insert a Word table and enter data - Address and print an envelope.	Lab
9	PowerPoint 2013 (Chapter 1)	<u>Creating and Editing a Presentation with Clip Art:</u> Select a document theme - Create a title slide and a text slide w/multi-level bulleted list - Add new slides and change slide layouts - Insert clips and pictures into a slide - Move and size clip art - Change font size and color - Bold and italicize text - Duplicate a slide - Arrange slides - Select slide transitions - View a presentation in Slide Show view & Print a presentation.	Lab & Test
10	PowerPoint 2013 (Chapter 2)	<u>Enhancing a Presentation with Pictures, Shapes, and Word Art:</u> Change theme colors - Insert a picture to create a background - Format slide backgrounds - Insert and size a shape - Add text to a shape - Apply effects to a shape - Change the font and add a shadow - Format pictures - Apply a WordArt style - Format WordArt & Format text using the Format Painter	Lab
11 & 12	Excel 2013 (Chapter 1)	<u>Creating a Worksheet and an Embedded Chart:</u> Describe the Excel worksheet - Enter text and numbers - Use the Sum button to sum a range of cells - Copy the content of a cell to a range of cells using the fill handle - Apply cell styles, Format cells in a worksheet - Create a Clustered Cylinder chart - Change a worksheet name and worksheet tab color - Change document properties - Use the Auto Calculate area to display statistics & Correct errors on a worksheet.	Lab & Test
13	Excel 2013 (Chapter 2)	<u>Formulas, Functions, and Formatting:</u> Enter formulas using the keyboard - Enter formulas using Point Mode - Apply the AVERAGE, MAX, AND MIN functions - Verify a formula using Range Finder - Apply a theme to a workbook - Apply a date format to a cell or range - Add conditional formatting to cells - Change column width and row height - Check the spelling in a worksheet - Set margins, headers, and footers in a Page Layout view - Preview and Print versions of a worksheet	Lab
14	Access 2013 (Basics)	Design a database to satisfy a collection of requirements - Describe the features of the Access window - Create a database - Create tables in Datasheet and Design views - Add records to a table - Close a database - Open a database - Print the contents of a table - Create and use a query - Create and use a form - Create and print custom reports - Modify a report in Layout view	None

Week	Topic	Title / Objective	Assignment Due
15	Web Design Intro	Building a website has never been easier Building a website on Weebly is unlike anything you've ever experienced. Our drag & drop website builder makes it dead simple to create a powerful, professional website without any technical skills required. Over 6 million people and small businesses have joined Weebly to build their online presence. Content elements (like text, photos, maps, and videos) are added to your website by simply dragging & dropping them into place. Text is edited just like in a word processor. Building your website is done in real time, right from within your web browser. There's absolutely nothing to install and no upgrades to worry about.	Lab
16	Finals Week	The CAPSTONE Project is a combination of Word 2013 & PowerPoint 2013 project.	Final Project

## SYLLABUS SIGNATURE PAGE

**Course Title:** Introduction to Computers

**Course Number:** CSC 101

**Credit Hours:** Three (3)

**Instructor:** Dennis T. Lowman

My signature below indicates that I have read and understand this syllabus and have been provided a copy on My-UTTC.

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Student's Printed Name

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Student Signature

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Date