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CAPP 120.03: Introduction to Computers

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The University of Montana-Missoula
College of Technology
Business Technology Department
Course Syllabus

Course Number and Title: CAPP 120 - INTRODUCTION TO COMPUTERS
Date Revised: January 26 2015
Semester Credits Three (3)
Contact Hours per Semester: TR 3:10-4:30 PM
Lecture hours per week: Three (3)
Prerequisites: NONE
Faculty Name and email Kristine Vessey kristinevessey@mso.umt.edu
Phone Number (406) 399-3427
Office Location Left of Nina Broschar Office Business Tech
Office Hours MWF 12:10 to 1:00 and by appointment

COURSE DESCRIPTION: Offered autumn and spring. Introduction to computer terminology, hardware, and software, including wire/wireless communications and multimedia devices. Students utilize word processing, spread sheet, database, and presentation applications to create projects common to business and industry in a networked computing environment. Internet research, email usage, and keyboarding proficiency are integrated

STUDENT PERFORMANCE OUTCOMES: Upon completion of this course, the student will be able to:

1. Utilize computer basics such as word processing, spreadsheet, database, PowerPoint presentations to create projects common to business and industry environment.
2. Students will have a basic knowledge of computer software and hardware.
3. Use File management techniques and data security.
4. Understand and use technical communication methods including, Internet, Web and E-commerce and digital media.
5. Understand the importance of technology in current careers and for Job Hunting.

REQUIRED CLASS MATERIALS:

TEXTS:

Computer Concepts and Microsoft Office 2013, edition, Parsons | Oja | Baskeen | Cram | Duffy | Friedrichsen| Reding, ISBN 978-1-285-09290-4

Computer Concepts Illustrated Series Introductory, Ninth Edition, June Jamrich Parsons, Dan Oja, ISBN-978-1-133-52616-2

Jump Drive

This course syllabus is subject to change at the discretion of the instructor.

All students registered with DSS please let me know if you need any accommodations.

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University.

All students need to be familiar with the Student Conduct Code. The code is available for review online at <http://www.umt.edu/SA/VPSA/index.cfm/page/1321>

MAKEUP TESTS: Tests may not be made up unless prior arrangements are made. You must take the makeup test the day you return to school. **Let me stress that there are no exceptions to this - if there's a problem, call and leave a message or you have lost the chance to take that particular exam.**

STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:

Total points earned will be divided by the total points available to determine your grade. Points available are as follows:

Week 1-2	All Units A Introduction and Syllabus-Keyboar n Logging-in Computer and Internet Basics Unit A-Concepts 1	
Project 1	Getting Started with Windows 8- Windows 1	100
Week 2-3	All Units A-B-C Getting Started with Microsoft Office 2013- Office 1 Creating Documents with Word- Word 1 Editing Microsoft Documents -Word 25 Formatting Text and Paragraphs –Word 49	
Project 2		100
Week 3-4	All Units B-C Computer Hardware Unit B Concepts-27 Computer Software Unit C Concepts-53 Understanding File Management- Windows 25	
Project 3		100
Week 4-5	All Units A Getting Started with Internet Explorer – Internet 1 Getting Started with E-Mail – Outlook 1	
Project 4		100
Week 5-6	All Units D File Management and Digital Electronics Concept 81	
Project 5	All Units E Data Security Concept 113	100
Week 6	All Units B Managing Information Using Outlook –Outlook 25 Formatting Text and Paragraphs –Word 49	
Project 6		100
Test 1 Multiple Choice Exam Friday	All Units A-D GIVEN IN ASSIGNMENTS ABOVE	200
Week 7-8	All Units AB-C-D Getting Started with Access 2013- Access 1 Building and Using Queries-Access 27 Using Forms- Access 53 Using Reports-Access 79	
Project 7		100
Week 8-9	All Units A-B-C-D Creating a PowerPoint Presentation Modifying a Presentation Inserting Objects Into a Presentation Finishing a Presentation	
Project 8		100
Week 9-10	All Units A-B-C-D Getting Started with Excel- Excel 1 Working with Formulas and Functions – Excel 25 Formatting a Worksheet-Excel 51 Working with Charts-Excel 79	
Project 9		100
Week 10-11	All Units F-G Networks and Connecting to the Internet-Concepts 139 The Web and E-Commerce/ Ebay Selling-Concepts 165	
Project 10		100
Week 11-12	All Units H Digital Media- Concepts 191 Working in the Cloud- Cloud 1	
Project 11		100
Week 12-13	All Units I Technology Careers and Job Hunting-Concepts 219 Resume Building and Default Templates in MO Word	
Project 12		100
Week 13-14	All Unit B-C Continued..... All Unit B- C	<u>100</u>
Project 13	Integrating Word Excel and Access-Integration 17 Integrating Word, Excel, Access, PowerPoint-Integration 33 PowerPoint Presentation Sign Ups.....	
Week 14-15	PowerPoint Presentations	
Project 14	All must attend to support each other!!	<u>200</u>
Week 15	PowerPoint Presentations	
Project 15	All must attend to support each other!!	
Final Exams May 11-15 Time TBA	Final Project Integrated Excel, Access, Word and PowerPoint Projects Due Turn in printed Slides	<u>100</u>
Total		<u>1800</u>

Midterm and Final will be announced and given in customary Midterm and Finals weeks according to the University of Montana schedule.

Tests given for Units that **are not** a written exam are take home project tests given every Friday due following Monday. Written tests are all multiple choice and to be taken in class as a written traditional exam.

GRADING SCALE

90 – 100%	A
80 – 89%	B
70 – 79%	C
60 – 69%	D
Below 60	F