CAPP 120.03: Introduction to Computers

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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:
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  
Project 1  
Week 2-3  
Project 2  
Week 3-4  
Project 3  
Week 4-5  
Project 4  
Week 5-6  
Project 5  
Week 6  
Project 6  
Test 1 Multiple Choice Exam Friday  
Week 7-8  
Project 7  
Week 8-9  
Project 8  
Week 9-10  
Project 9  
Week 10-11  
Project 10  
Week 11-12  
Project 11  
Week 12-13  
Project 12  
Week 13-14  
Project 13  
Week 14-15  
Project 14  
Week 15  
Final Exams May 11-15 Time TBA

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