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CAPP 120.03: Introduction to Computers / DET

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**MISSOULA COLLEGE
THE UNIVERSITY OF MONTANA**

**BUSINESS TECHNOLOGY DEPARTMENT
COURSE SYLLABUS**

COURSE NUMBER AND TITLE: CAPP.120-SP16-Tabish, Introduction to Computers

TERM: Spring 2016

CREDITS: 3

PREREQUISITES: None

FACULTY: Rhonda Tabish

EMAIL: rhonda.tabish@umontana.edu

OFFICE HOURS: MW 9:30 – 11:00

OFFICE LOCATION: AD14D

RELATIONSHIP TO PROGRAM(S):

This course provides students with a comprehensive foundation for computer technology, hardware, and software through practical activities.

COURSE DESCRIPTION: Introduction to Computers offered autumn and spring. Introduction to computer terminology, hardware, and software, including wire/wireless communications and multimedia devices. Students utilize word processing, spreadsheet, 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:

Occupational Performance Objectives

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

1. Define and explain basic microcomputer hardware and software terminology.
2. Describe and select strategies for purchasing a microcomputer system.
3. Proficiently operating a graphical user interface (GUI); and operate a mouse.
4. Describe and use basic operating features of Windows Desktop Accessories (Calculator, WordPad, Paint); use Windows Explorer or My Computer for file management tasks including creating folders/directories, deleting/moving/copying files, and backing up files, or use System Tools for Backup purposes.
5. Describe and use basic operating features of a popular integrated software suite to accurately and attractively create basic business correspondence with a word processing application to edit, format and manipulate text; a spreadsheet application to calculate, format and chart numbers; a database application to organize information for searching, sorting and selecting data; and a graphical presentation application to present information to a group of people.
6. Demonstrate correct keyboarding technique and ergonomics while using keyboarding tutorial and producing assigned documents.
7. Independently proofread and apply universal proofreading marks to make necessary editions to business documents.
8. Send and receive email with attachments to/from instructor and other students.
9. Select a browser and apply research strategies to competently search the World Wide Web for assigned information.
10. Describe and apply ethical guidelines to email communication, to security of computer hardware

and software, and to privacy issues of computer data.

11. Illustrate and apply appropriate copyright citation to electronic and textbook references.
12. Troubleshoot and correct basic hardware/software malfunctions, such as printing errors and network errors.
13. Appraise advantages and disadvantages in new technologies such as wire and wireless communication, networking and sharing resources, and multimedia devices.

STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:

Production and Testing

1. Document production activities will occur on a regular, if not daily basis. Students are expected to practice chapter/unit computer activities independently until they feels proficient. Participation in discussion forums may be a component of this course. It is the expectation that in-class production or homework assigned outside of class will be turned in when due. It is student's responsibility to check due dates and turn in assignments when due. **Assignments are not accepted beyond the identified due date.**
2. Tests will be written or produced using a computer. Makeup for a missed test is not offered unless faculty is notified and guidelines are identified for the individual situation **before** each test. Students may be able to make up a missed test for emergency situations such as sickness or required work activities, but must submit documented excused absences such as a Doctor Note identifying excused dates or mandatory work related travel dates in a timely manner.
3. Familiarity with Moodle (or review of Moodle tutorial), basic computer mouse and keyboarding skill recommended.

Final grade will be determined by total points received on production, homework and tests in relationship to total points available. (Total points acquired/Total points available)

Grading Scale:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D

ATTENDANCE POLICY: Students are expected to come prepared for class each day and to participate in the assigned activity. In-class activities account for a substantial portion of the final grade.

REQUIRED TEXTBOOKS:

Computer Concepts, Illustrated Series, 9th Edition, (2013). J. Jamrich Parsons, & D. Oja, Course Technology, Boston, MA. (ISBN-13: 978-1-133-69313-0).

Microsoft Office 2013 Fundamentals – Illustrated Series, (2014), M. Hunt, B. Clemens, Course Technology, Cengage Learning, Boston, MA. (ISBN-13: 978-1-285-41829-2).

REQUIRED SOFTWARE:

Missoula College computers are installed with the Microsoft Office 365 Edition aka Office 2013. If you desire to purchase this software for your home computer, check that the version you purchase includes; **Word, Excel, PowerPoint, and Access**, as these applications are required for assignments that will be

turned in via printouts from class, email with document attachment, or Moodle File Upload, and for document production during tests.

The University of Montana Bookstore (406-243-1234) sells Microsoft Office 365 for a discounted price (about \$80). If you purchase the software from a location other than the UM Bookstore, be sure it includes **Access**, as there are some versions sold without Access. Microsoft Office versions for Macintosh computers have not included Microsoft Access in the past. If you are a Mac user, please make other arrangements when Microsoft Access is required during the semester (last part of semester and through final exam).

Moodle Access: Ability to regularly access UOnline via the Internet using Mozilla **Firefox** web browser for Moodle Academic Suite (online course delivery module) and assigned research. Contact Tech Support Help Desk with any issues with assignment submissions or material viewing. *Tech Support Help Desk:* 406.243.4999 or 866.225.1641

UMConnect student email account: Ability to regularly access Email (send/receive/attach documents). Always use UMConnect for class email communication. Contact IT Help Desk with any UMConnect Student Email issues or problems using the application. *IT Help Desk:* (406) 243-4357

SUPPLIES: USB jump drive is required for backing up student data and for file management project. (2GB minimum)

ACADEMIC INTEGRITY: 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 [Student Conduct Code is available online](#).

DISABILITY ACCOMMODATION: The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors and Disability Services for Students (DSS). If you think you may have a disability adversely affecting your academic performance, and you have not already registered with DSS, please contact DSS in Lommasson 154.

Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please contact me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator. For more information, visit the [Disability Services for Students website](#) at <http://life.umt.edu/dss/> or call 406.243.2243 (Voice/Text).

USE OF PERSONAL ELECTRONIC DEVICES: Does not pertain to Online students

Cell phone use during class period is prohibited. Please shut off your cell phone upon entering the classroom so your ringer and/or buzzer does not disturb the class

However, to some students, unique circumstances require their use. (I.e. emergencies, health, absolute business necessity). If you absolutely require their use, you must adhere to the following criteria:

1. If they are not required, please turn them off, or on vibrate mode.
2. If receiving a call, leave the room quietly. Do not conduct your conversation in class.
(You are responsible for notes missed)

3. **There will be no use of cell phones or other portable electronic devices during the midterm or final exam.** Due to testing standards, you may not leave the room (except to use the restroom) during a quiz or exam and cell phones must be turned off.
4. You may bring an iPod to class only during the days we are working on projects that do not include lectures.
5. Please be courteous of your classmates. Should this policy create routine distractions, I will ask you to leave the class. A positive learning environment will be maintained.

COURSE OUTLINE:

- I. Computer Fundamentals
 - A. Hardware and Software Terminology
 - 1. Basic Definitions
 - 2. System Unit
 - a) *Motherboard*
 - b) *Central processing unit (CPU)*
 - c) *Memory (description/updating)*
 - 3. Processing (CPU)
 - a) *Data representation*
 - b) *Purchasing and performance issues*
 - 4. Input/Output Devices
 - a) *Types/differences*
 - b) *Factors influencing purchase*
 - 5. Storage Devices
 - a) *Types/differences*
 - b) *Selecting storage devices based upon storage capacity needs*
 - 6. Software
 - a) *Application software and integrated productivity suite*
 - b) *Other (graphics, business, educational, science, entertainment)*
 - c) *Operating system software and operating environments*
 - d) *Utilities*
 - e) *NetWare*
 - f) *Licensing and software piracy*
 - 7. Types of Computers
 - 8. Advantages/Disadvantages
 - 9. Buying and Upgrading a Computer
 - B. Computer Ethics
- II. Keyboarding
 - A. Keyboarding technique
 - B. Tutorials
 - C. Ergonomics
- III. Windows Operating System
 - A. Desktop
 - 1. Opening/Closing/Executing
 - 2. Resizing and Scrolling Within a Window
 - B. File Management; Windows Explorer; My Computer; Application options
 - 1. Formatting Disks
 - a) *File allocation table (FAT)*
 - b) *Tracks*
 - c) *Sectors*

2. Hierarchy or Path
 - a) *File locations*
 - b) *Folder/directory (root, subfolder/directory)*
 3. Create/Rename/Delete a Folder
 4. File type, file names and file extensions
 5. Launch/Save or Rename/Delete/Restore a File
 6. Copy (File, Folder, Disk)
 7. Status Bar
 8. Version
 9. Task Bar
 10. Windows Explorer Views
 - C. Functions of Settings, Control Panel, etc.
 1. Time and Date Settings
 2. Display Customization
 3. Mouse, Keyboard
 4. Add/Remove programs
 - D. Accessories
- IV. Internet and World Wide Web
- A. Internet
 1. Introduction/History
 2. Internet and Web Basics
 - a) *Hypertext concept*
 - b) *Web browsers/servers/pages*
 - c) *Web addresses (URL)*
 - d) *Domain names*
 - e) *E-commerce*
 - f) *Internet and Online Service Providers*
 - g) *Search engines and search techniques for the Web*
 - h) *Web search result evaluation and web regulations*
 - B. Email Communications
 1. UM based (UMConnect) email
 - a) *Document attachments*
 2. Internet based email
 3. Other Internet Services
 4. Privacy
- V. Office Suite
- A. Word (word processing)
 - B. Excel (spreadsheet)
 - C. Access (database)
 - D. PowerPoint (presentation)

- VI. General Topics
 - A. Professional ethics
 - B. Communications and network
 - 1. Wire/Wireless
 - 2. LAN, WAN, PAN, NAN, MAN
 - 3. Home/Business networks
 - 4. Advantages and disadvantages
 - C. Computer security
 - 1. Threats
 - 2. Authentication
 - 3. Virus
 - 4. Malware
 - 5. Network and Internet security
 - 6. Backup
 - D. Privacy
 - E. Computer crime issues
 - F. Ergonomics/Health Issues
 - G. Multimedia Devices
 - 1. Audio
 - 2. Graphics
 - 3. Video
 - H. Supplies for Computers and Disks
 - I. Computer Industry and Careers