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# CAPP 120.05: Introduction to Computers

Anthony W. Becker
*University of Montana - Missoula*, Anthony.Becker@umontana.edu

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## COURSE SYLLABUS
CAPP120-AU18 - Becker

**COURSE NUMBER AND TITLE:** CAPP 120 – Introduction to Computers

**SEMESTER CREDITS:**     3

**PREREQUISITES:**     None

**FACULTY:**     Anthony Becker

**E-MAIL:**     Anthony.Becker@umontana.edu

**PHONE:**     243-7817

**OFFICE:**     MC 413

**OFFICE HOURS:**     Mondays: 3:00 – 4:00pm, Tuesdays: 8:00 – 9:00am, and
Thursdays: 1:00 – 2:00pm, or by appointment.

**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, e-mail 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 e-mail 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 e-mail 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. Student is expected to practice chapter/unit computer activities independently until student 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 to check due dates and turn in assignments when due. Assignments are not accepted beyond the identified due date.

2. The test schedule and dates are included in the weekly schedule posted in introductory content area of Moodle shell. 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.

**Grading Scale**:

|  |  |  |
|---|---|---|
| | **94% - 100% = A** | |
| | **88% - 93% = B** | |
| **Notice →** | **80% - 87% = C** | **Minimum requirement to pass the class.** |
| | **74% - 79% = D** | |

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

**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. That also includes online students. The expectation is that you will check both your student email account and Moodle on a daily basis to stay current with what is to be done for that week.

**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 for review at http://www.umt.edu/SA/VPSA/index.cfm/page/1321.

**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).

**REQUIRED TEXTBOOKS:**

*Computer Concepts, Illustrated Series, 9th Edition*, (2013). J. Jamrich Parsons, & D. Oja, Course Technology, Boston, MA. (ISBN-13: 978-1-133-62616-9).

*Microsoft Office 2016 Fundamentals – Illustrated Series*, (2017), M. Hunt, B. Clemens, Course Technology, Cengage Learning, Boston, MA. (ISBN-13: 978-1-305-87894-5).

**REQUIRED SOFTWARE:**

Missoula College computers are installed with the Microsoft Office 365 Edition aka Office 2016. 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.

**Microsoft Office 365 ProPlus**

The University of Montana is now providing Microsoft Office 365 ProPlus for free to UM students through the Microsoft Campus Agreement. Each student may install the full suite of software on up to five computers – PC or Mac – and five mobile devices – Apple iOS, Android and Windows Mobile. This benefit is available to all currently enrolled UM students.

Microsoft Office 365 Pro Plus is easy to download and install. Access is tied to your UMConnect email address (NetID@umconnect.umt.edu). Following are a list of included applications for PC and Mac, installation steps, and frequently asked questions.

**Windows Office 365 ProPlus Installation Guide**
1. Before you start, uninstall previous versions of Microsoft® Office.
2. Log on to your UMConnect student email account with your email address (NetID@umconnect.umt.edu) and password.
3. In Outlook® Web Access (OWA), click on the Office 365 tab.
4. If you are a currently enrolled UM student, the next screen will allow you to begin the installation.
5. Click Install.
6. Choose Run or Save.
7. The streaming installation will begin.
8. A PowerPoint show will display to explain the new features of Microsoft® Office 365 ProPlus. While the show displays, the installation will continue in the background. Do not go offline or restart your computer until the installation is complete.

## Mac Office 365 ProPlus Installation Guide

**NEW!** Office 2016 for Mac is now available for UM students through their UMConnect accounts. Students must be running Mac OS 10.10 (Yosemite) to install the software. The option to install the software is available from the Tools / Office365 Settings / Software menu.
1. Before you start installing Office 365, uninstall previous versions of Microsoft Office.
2. Login to your UMConnect student email account with your email address (NetID@umconnect.umt.edu) and password.
3. In Outlook Web Access (OWA), click on the Office 365 tab.
4. If you are a currently enrolled UM student, the next screen will allow you to begin the installation.
5. Click Install.
6. Once the download completes, double-click the Microsoft Office 2011.dmg file and run the installer.
7. After you have completed the install process, open an Office application, such as Word, and you will be presented with the Get Started with Office 2011 screen. Select Sign in to an existing Office 365 Subscription.
8. Enter your UMConnect email address (NetID@umconnect.umt.edu) and click Next.
9. If you are prompted to choose Microsoft Account or Organizational Account, choose Organizational Account.
10. Enter your password and click Sign In. Your Mac may prompt you that "Microsoft Office Setup Assistant would like to access your contacts." Click OK.
11. Personalize your copy of Microsoft Office, select your preferred setting for updates and click Continue.
12. After setup runs, you may be prompted with the Get Started with Office 2011 screen again. Quit the application and reopen to start using Microsoft Office.

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 UMOnline 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).  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)

**USE OF PERSONAL ELECTRONIC DEVICES:**

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.     E-Mail Communications
      1.     UM based (UMConnect) e-mail
          *a)     Document attachments*
      2.     Internet based e-mail
      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