### I. Summary of Proposed Changes

<table>
<thead>
<tr>
<th>Dept / Program</th>
<th>Business Technology</th>
<th>Course #</th>
<th>CAPP120</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Introduction to Computers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short Title (max. 26 characters incl. spaces)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Summarize the change(s) proposed</td>
<td>Change from 2 credits to 3 credits</td>
<td></td>
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</tr>
</tbody>
</table>

### II. Endorsement/Approvals

Complete the form and obtain signatures before submitting to Faculty Senate Office.

| Requestor: | Cheryl Galipeau |
| Phone/ email: | 7874/cheryl.galipeau@umontana.edu |
| Program Chair/Director: | Brian Larson, Business Technology, Department Chair |
| Other affected programs: | Cathy Corr, Applied Arts and Sciences Department Chair, Anne Delaney, Health Professions Department Chair, Industrial Technology, Alan Fugleburg, Associate Dean |
| Dean: | Barry Good |

**Signature**

- Cheryl Galipeau 9-21-09
- Brian Larson 9/21/09
- Cathy Corr 9/20/09
- Anne Delaney 9/21/09
- Alan Fugleburg 9/21/09
- Barry Good 9/21/09

### III: To Add a New Course

Syllabus and assessment information is required (paste syllabus into section V or attach). Course should have internal coherence and clear focus.

- **Exact entry to appear in the next catalog** (Specify course abbreviation, level, number, title, credits, repeatability (if applicable), frequency of offering, prerequisites, and a brief description.)

**Justification:**
How does the course fit with the existing curriculum? Why is it needed?

- Are there curricular adjustments to accommodate teaching this course?

- Complete for UG courses. (UG courses should be assigned a 400 number).
- Describe graduate increment (Reference guidelines: [http://www.umt.edu/facultysenate/committees/grad_council/procedures/gradIncrement.aspx](http://www.umt.edu/facultysenate/committees/grad_council/procedures/gradIncrement.aspx))

- Fees may be requested only for courses meeting specific conditions determined by the Board of Regents. Please indicate whether this course will be considered for a fee.
  - If YES, what is the proposed amount of the fee?

- **Justification:**
  - This course has an existing course fee – no change requested

### IV. To Delete or Change an Existing Course – check X all that apply

<table>
<thead>
<tr>
<th>Deletion</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number Change</td>
<td>From: Level U, UG, G To:</td>
</tr>
<tr>
<td>Description Change</td>
<td>Repeatability</td>
</tr>
<tr>
<td>Change in Credits</td>
<td>X From: 2 credits To: 3 credits</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>Is there a fee associated with the course?</td>
</tr>
</tbody>
</table>

1. Current course information at it appears in catalog ([http://www.umt.edu/catalog](http://www.umt.edu/catalog))
2. Full and exact entry (as proposed)
U 100 Computer Literacy 2 cr. Offered autumn and spring. Introduction to computer terminology, hardware, and software, including wire/wireless communications and multimedia devices. Students utilize word processing, create projects common to business and industry in a networked computing environment. Internet research, email usage, and keyboarding proficiency are integrated.

U 120 Introduction to Computers 3 cr. 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.

3. If cross-listed course: secondary program & course number

4. Graduate increment if level of course is changed to UG. Reference guidelines at:
   http://www.umt.edu/facultysenate/committees/grad_council/procedures/gradIncrement.aspx
   (syllabus required in section V)

5. Other programs affected by the change

6. Justification for proposed change

Have you reviewed the graduate increment guidelines? Please check (X) space provided.

V. Syllabus/Assessment Information
Required for new courses and course change from U to UG. Paste syllabus in field below or attach and send digital copy with form.†

See attached digital copy

VI Department Summary (Required if several forms are submitted) In a separate document list course number, title, and proposed change for all proposals.

VII Copies and Electronic Submission. After approval, submit original, one copy, summary of proposals and electronic file to the Faculty Senate Office, UH 221, canie.foos@mso.umt.edu.
THE UNIVERSITY OF MONTANA—MISSOULA
COLLEGE OF TECHNOLOGY
BUSINESS TECHNOLOGY DEPARTMENT

COURSE SYLLABUS

COURSE NUMBER AND TITLE:  CAPP 120 – Introduction to Computers

DATE REVISED:  Spring 2010

SEMESTER CREDITS:  3

PREREQUISITES:  None

FACULTY:  Cheryl Galipeau
E-Mail:  cheryl.galipeau@umontana.edu
Phone:  243-7874
Office:  AD11D
Office Hours:  By appointment or as posted on office door

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; 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. Class attendance is an integral part of this course. It is the expectation that in-class production or homework assigned outside of class will be turned in when due. If you are not present, it is your responsibility to see that it is in faculty mailbox by 4:00 p.m. on the due date. Assignments are not accepted beyond the identified due date.

2. The test schedule and dates are included in the daily schedule on the syllabus. Tests will be written or produced using a computer. Makeup for tests is not offered unless faculty is notified and guidelines are identified for the individual situation.

Grading Scale:
- 94 - 100 A
- 88 - 93 B
- 80 - 87 C
- 74 - 79 D

Final grade will be determined by total points received on production, homework and tests in relationship to 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.

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 Code is available for review online at http://www.umt.edu/SAVPSA/index.cfm/page/1321.
DISABILITY ACCOMMODATION: 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 website at http://www.umt.edu/dss/ or call 406.243.2243 (Voice/Text).

REQUIRED TEXTBOOKS:


SUPPLIES: USB jump drive is required for saving student data.

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
            i. other (graphics, business, educational, science, entertainment)
         b. operating system software and operating environments
         c. utilities
         d. network
         e. licensing and software piracy
      7. Types of Computers
      8. Advantages/Disadvantages
      9. Buying and Upgrading a Computer
   C. Computer Ethics

II. Keyboarding
   A. Keyboarding technique
   B. Tutorials
   C. Ergonomics

III. Windows Operating System
INTRODUCTION TO COMPUTERS

2. LAN, WAN, PAN, NAN, MAN
3. Home/Business networks
4. Advantages and disadvantages

C. Computer security
   a. threats
   b. authentication
   c. virus
   d. malware
   e. network and Internet security
   f. backup

D. Privacy

E. Computer crime issues

F. Ergonomics/Health Issues

G. Multimedia Devices
   a. audio
   b. graphics
   c. video

H. Supplies for Computers and Disks

I. Computer Industry and Careers