MONTGOMERY COLLEGE

Business, Economics, Accounting, Computer Applications,
and Hospitality Management Department – Rockville Campus
CMAP120 – Introduction to Computer Applications

Instructor:	John Coliton	Spring, 2020 – CRN 30443
Office:	HU 251 (240-567-5139)	HU 311 – M/W/F 10:00 a.m. – 10:55 a.m.
Office Hours:	Monday / Wednesday: 1:00 p.m. — 2:00 p.m.	
	Tuesday / Thursday: 2:00 p.m. — 3:00 p.m.	
Web:	http://mc.coliton.com/CMAP120/index.html	
Email:	john.coliton@montgomerycollege.edu	

Course Description

Introduces computer concepts and techniques applicable to various disciplines. This course covers the most widely used software packages while providing students hands-on experience with current computer applications. Prior knowledge of Windows is strongly recommended. Assessment Level(s): AELW 940/ELAI 990 or ENGL 101/ENGL 101A,MATH 050 , READ 120. Three hours each week. Formerly CA 120. 3 semester hours
May not be taken concurrently with MATH 017 or MATH 020 or MATH 045 without appropriate Math assessment score

Course Outcomes:

Upon course completion, a student will be able to:
- Apply file management skills such as: create, save, copy, move, rename, delete, and organize data files
- Utilize real-world models and examples to create, format, edit, and print professionally-formatted word-processed documents, spreadsheets, presentations, and databases
- Analyze, synthesize and evaluate numerical data with spreadsheet applications
- Create a relational database, table structure, queries, reports, and forms
- Organize information by inputting and updating data in a relational database
- Incorporate various types of visual elements such as images, tables, charts, audio, or video for effective communication

Course Materials

The text is a free "Open Educational Resource" and will be discussed in class. Additionally, a small thumb drive is recommended for saving your work.

Important Dates

The last day to drop the class with a refund is: February 02, 2020
The last day to change to audit is: February 16, 2020
The last day to drop a class without a grade is: February 16, 2020
The last day to drop a class with a grade of "W" is: April 19, 2020

Syllabus Supplement

Additional policies can be found at http://mc.coliton.com/SyllabusSupplementSpring2020.pdf and should be considered part of this syllabus.

Grading Policy and Procedure

Grading is based on in-class writing assignments, homework assignments, and four tests. The in-class writing assignments will be short assignments recapping what was covered during a specified time period. The homework will be completed outside of class time, with instructions and a sample posted online. Homework is due at 9:00 a.m. on the assigned day. Homework submitted late will be accepted but with a deduction in points. Late work will not be accepted after the last class of the semester (not the day of the final test). The tests will be drawn from the reading and lecture material and are open book. Make-up exams are not typically granted without a bona fide reason for missing the exam (court date or military service are examples). This class may be audited (taken without the expectation of a grade) with my permission and the proper form submitted to the records office. Someone who audits the class is still expected to participate in class and complete all projects.

The grading is allocated as follows:
Tests (4 at 50 points each) 200
Homework Assignments (10 at 20 pts. each) 200
In-class writing assignments (5 @ 10 pts. each)............<u>50</u>
Total Points: 450

The following distribution of points will be used to determine final grades:

A =   405 ↔ 450   (90 - 100%)
B =   360 ↔ 404   (80 - 90%)
C =   315 ↔ 359   (70 - 80%)
D =   270 ↔ 314   (60 - 70%)
F =   0   ↔ 269   (0 - 60%)

CMAP120

Upon successful conclusion of this course, you should have the following course components complete:

Computer Concepts
- *Basic concepts*
- *History/trends*
- *File management*

01/27 - Introduction, Windows 10, Office 365 & 19

Final Exam
05/11
10:15 a.m.

Word
- *Introduction*
- *Research Paper*
- *Business Letter*

02/03- Intro to Word
(Word mod 1)
h1 due 02/12
02/10 - Research Paper
(Word mod 2)
h2 due 02/19
02/17 - Tables
(Word mod 3)
h3 due 02/26
02/24 - Test #1

04/22- Intro to Access
(Access mod 1)
h9 due 04/29
04/27 - Tables & Queries
(Access mod 2)
h10 due 05/06
05/11 - Test #4 at 10:15 a.m.

Access
- *Introduction*
- *Tables & Queries*
- *Reports*

PowerPoint
- *Introduction*
- *Pictures & Smart Art*
- *Media & Animation*

Excel
- *Introduction*
- *Formulas & Functions*
- *Charts*

Spring Break

03/23 - Intro to Excel
h6 (Excel mod 1)
due 04/01
03/30 - Formulas & Functions
h7 (Excel mod 2)
due 04/15
04/13 - Charts
h8 (Excel mod 3)
due 04/22
04/20 - Test #3

02/26 - Intro
(Ppt mod 1)
h4 due 03/04
03/02 - Presentation
(Ppt mod 2)
h5 due 03/11
03/09 - Multimedia
(Ppt mod 3)
03/13 - Test #2

h# homework