

MONTGOMERY COLLEGE



Business, Economics, Accounting, Computer Applications,
and Paralegal Studies Department – Germantown Campus
CMAP120 – Introduction to Computer Applications

Instructor:	John Coliton	Spring, 2017 – CRN 33473
Office:	HT 423 (240-567-6947)	HT 104 – M/W 1:00 p.m. – 2:15 p.m.
Office Hours:	Monday: 2:30 p.m. – 4:30 p.m. Tuesday & Thursday: 11:00 a.m. — Noon (in Rockville – HU307a) Thursday: 5:30 p.m. – 6:30 p.m. (in Rockville — Tech 246)	Department Phone: 240-567-7722
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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. (CE) PREREQUISITE: A grade of C or better in MATH080, appropriate score on the mathematics placement test, or consent of department. Also, CMAP 106 or knowledge of Windows is strongly recommended. Assessment levels: ENGL 101/101A, READ 120. Three hours each week. Formerly CA120.

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: “*Bundle: Shelly Cashman Microsoft® Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016*” and is available in the bookstore. The ISBN is 978-1-337-20587-0 Additionally, a small thumb drive will be required.

Student Resources

Montgomery College maintains Digital Learning Centers (DLC) on all three campuses. The DLC provides an open learning environment for students of all disciplines The DLC specialists can provide **one-on-one assistance** using the computers, scanners and WEPA printers available. All software used in this class is available at the DLC. At Germantown the DLC is located in HT235 and is open Mon. – Fri. from 8:00 a.m. – 8:00 p.m. For more information, call 240-567-1949.

Important Dates

The last day to drop the class with a refund is: January 29, 2017

The last day to change to audit is: February 12, 2017

The last day to drop a class without a grade is: February 12, 2017

The last day to drop a class with a grade of "W" is: April 16, 2017

Syllabus Supplement

Additional policies can be found at

<http://mc.coliton.com/SyllabusSupplementSpring2017.pdf> and should be considered part of this syllabus.

Grading Policy and Procedure

Grading is based on in-class writing assignments, homework assignments, a group project, and two 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 the **beginning** of class 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 exam). The group project will require a team of 2-3 class members to work together to create a short video reviewing key elements of a topic discussed. More details will be shared in class regarding the group project. The midterm and final 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:

Final	100
Midterm.....	100
Homework Assignments (10 at 20 pts. each)	200
In-class writing assignments (5 @ 10 pts. each).....	50
Group Project	<u>50</u>
Total Points:.....	500

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

A =	450 ↔ 500	(90 - 100%)
B =	400 ↔ 449	(80 - 90%)
C =	350 ↔ 399	(70 - 80%)
D =	300 ↔ 349	(60 - 70%)
F =	0 ↔ 299	(0 - 60%)

CMAP120 Input

Upon successful completion of this course, the student should have completed the following course components:

