

Communicating via Computers CAPP 171 (3 Credits)

Online: Login into Moodle at: <http://umonline.umt.edu>

Lab: As of now we will not have a lab – I will add an optional lab if it is needed. Click on the following for labs on campus: <http://www.umt.edu/it/services/computerlabs/computerlabs.php>

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Office Hours: Appointment

Course Description: The course is designed to give you a good general understanding of Microsoft Word, Excel, PowerPoint (Office 2013) and expose you to some basic web editing.

Required Custom (text/myit software) Package:

Bookstore

ISBN-13: 978-0-13-381674-7

ISBN-10: 0-13-381674-5

- *Exploring Microsoft Office 2013*
- *MyITLab* software for Microsoft Office 2013

Available through the UM Bookstore <http://www.montanabookstore.com>

The course uses a textbook authored by Robert Grauer and published by Pearson Prentice-Hall. It is bundled with the online simulation software package MyITLab. This application provides electronic exercises using a simulation of the Microsoft Office 2013 productivity suite.

The course requires you to have access to Microsoft Office 2013 (including Word, Excel and PowerPoint). You can purchase the software at the UC Bookstore or use the labs on campus.

Grades: Homework will be assigned every week and is worth 75% of your final grade. There will be 1 exam at the end of the semester worth 25% of your final grade. The plus, minus grading system will not be used.

P/NP option: P/NP is not an option for this course. The traditional grading system is used.

Prerequisites: There are no prerequisites for the course besides a general familiarity with using a computer.

Late Course Work: Each week you will have one or more assignments to complete using the MyItLab Software. These assignments will not be available after the due date. Very important to start your work early in the week to give yourself plenty of time to complete all of the required work.

Copying / Cheating / Collaborating: You must do your own work. You may seek explanations and examples from other students, from teaching assistants, and from teachers. However, the end product must be the result of your individual efforts. Under no circumstances should you provide another student with your work, or parts of your work. The penalties for cheating are severe (see the Student Conduct booklet), so don't get involved in it!

Profanity and obscenity will not be tolerated in class or on assignments.

Academic Policies and Procedures: <http://www.umt.edu/registrar/students/dropadd.php> has information on drop/adds, incompletes.... If an incomplete is appropriate, a form must be filled out and submitted to the CS department.

Students with disabilities may request reasonable modifications by contacting me. The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students (DSS). "Reasonable" means the University permits no fundamental alterations of academic standards or retroactive modifications. For more information, please consult <http://www.umt.edu/disability> .