

Computer Skills and Applications Department
Business and Technology Division
GREENVILLE TECHNICAL COLLEGE

COURSE SYLLABUS

Course Title: Microcomputer Applications

Course Number: CPT 170 (OFFICE 2013 Version)

READ THIS SYLLABUS CAREFULLY

You should read this syllabus carefully and ask your instructor about *any* aspects that you do not understand. The syllabus is an agreement between you and your instructor concerning course objectives, course content, grading, and other policies and procedures particular to this course. The following information is specific to the course. Three additional documents are provided as attachments and *are considered a part of this syllabus*:

Attachment 1 (CPT170 - Section #):

Each instructor will provide a supplement to this syllabus. The supplement will include: a week-by-week plan of instruction based on the section in which you are enrolled; your instructor's name, office hours and/or office location; and your instructor's contact information and recommended best methods to contact your instructor.

Attachment 2 (CSA Department Policies):

The Department responsible for developing and teaching has policies and procedures in place to assure quality instruction for all students. These are attached as "Departmental Policies and Procedures."

Attachment 3 (College Policies):

Please note that it is your responsibility to read the current Student Handbook included in Greenville Technical College's Catalog (see website). The Student Handbook addresses specific academic and student conduct policies and procedures. Excerpts from the Student Handbook representing the policies and procedures most often referred to in working with students are provided for your convenience as "Attachment 3."

Approved by:

Mary Locke, Department Head and Assistant Dean of Business & Technology
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Approved by:

Joel Welch, Ph.D., P.E.,
Dean
Business & Technology Division

Date

This syllabus will remain in effect until revised or reviewed no later than August 2015.

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Lecture hours per week: 3.0

Lab/Clinic Hours:

Semester credit hours: 3.0

Prerequisite: Placement Score or successful completion of COL 107; Placement into MAT 101, MAT 155, MAT 170 or higher and placement into RDG 100

Catalog Course Description: This course is an introduction to microcomputer application software including word processing, databases, spreadsheets, graphs, and their integration. Presentation graphics are also covered. Note: Microsoft Office 2013 is used; keyboarding skills are recommended.

Purpose of the Course:

1. To provide a working overview of microcomputer hardware and its uses.
2. To provide a working knowledge of microcomputer software application packages, their purposes, and uses.
3. To provide hands-on experience through assigned lab exercises and problems.

Required text(s):

1. The Go! With Microsoft Office 2013 text book with myitlab Office 2013 Access Code - ISBN: 9781269787376; standalone Access code ISBN: 9781269877084.
2. NOTE: Students in traditional classes must access Blackboard for course-related information. Students in hybrid and online classes will access their online content through Blackboard.

COLLEGE-WIDE STUDENT LEARNING OUTCOMES

1. Communication – Students will demonstrate the ability to use active reading and listening skills and to produce effective written and oral communication for varying audiences.
2. Information Technology and Technological Literacy – Students will demonstrate competency in using computer technology within a field of study.
3. Critical Thinking/Reasoning – Students will demonstrate the ability to apply the scientific method, mathematical processes, and research skills to analyze and solve problems/issues by using reflection and reasoning to justify conclusions.
4. Professional and Personal Responsibility – Students will demonstrate the ability to exhibit conduct, attitudes, and etiquette appropriate to the student’s community and chosen career. Students will demonstrate the ability to manage time, to use effective interpersonal skills, and to display responsible behavior.
5. Diversity – Students will demonstrate the ability to recognize diversity and to demonstrate respectful conduct and attitudes toward all. Students will demonstrate the ability to explain how global issues impact life, work, and opportunities.

Approved March 26, 2009

CPT 170 COURSE OUTCOMES

Upon successful completion of this course, students will be able to do the following with 70 percent accuracy:

1. Identify basic computer functions, hardware, and software.
2. Create, modify, and format documents containing text, graphics, textboxes, or tables using word processing software.
3. Create, modify, and format workbooks containing numbers, text, dates, formulas and charts using spreadsheet software.
4. Create, modify, and format presentations containing text and graphics using presentation software.
5. Create, modify, and update databases by adding records, queries, and reporting using database software.

The outcomes of CPT 170 are intended to meet College-wide Outcome number 2 above.

Revised May 2009

CPT 170 – Main Topics

This planned schedule is applicable to students enrolled in all sections of this course. Your instructor will provide a detailed, week-by-week plan of instruction along with method of delivery, testing, and assignment submission.

UNIT I: WINDOWS 8 and OFFICE 2013 FEATURES

General Course Introduction and Syllabus Review

Chapter 1 – Getting Started with Windows 8

Objectives and Activities: Getting Started with Windows 8; Identify the functions of Windows 8 Operating System; Personalize Windows 8 Start Screen; Use File Explorer to manage folders and files; Use File Explorer to display libraries, folders, and files; Manage user accounts; Use Windows Store Apps; Start programs and open data files; Create, rename, and copy files and folders; Move and delete files and folders; Use the Snipping Tool for screen capture.

Chapter 2 – Introduction to Microsoft Office 2013 Features

Objectives and Activities: Use File Explorer to download, extract, and locate files and folders; Use Start Search to locate and start an Office 2013 Desktop App; Check the Spelling of text in Office 2013; Perform commands from a dialog box; Name and save folders and files; Insert a header and footer; Add and modify Document Properties. Close a Desktop App; Perform commands from the Ribbon and Quick Access Tool Bar; Compress and Extract files; Use the Office 2013 Help System; Install Office Apps.

EXAM 1 – Unit I: Windows 8 and Office 2013 Features (12.5 percent of the final grade)

UNIT II: WORD PROCESSING CONCEPTS using Microsoft Word 2013

Chapter 3 – Creating Documents with Microsoft Word 2013

PROJECT 1A Objectives and Activities: *Create a flyer with a picture, Edit, Save, and Print a Document*

Parts of the Word Window; Create a New Documents and Insert Text; Insert and Format Graphics; Insert and Modify Text Boxes and Shapes; Preview and Print a Document

PROJECT 1B Objectives and Activities: *Format text, paragraphs, and documents*

Change Document and Paragraph Layout; Create and Modify Lists; Set and Modify Tab Stops; Insert a SmartArt Graphic

Chapter 4 – Using Tables and Templates to Create Resumes and Cover Letters

PROJECT 2A Objectives and Activities: *Create a resume by using a Word table*

Create a Table; Add Text to a Table; Format a Table

PROJECT 2B Objectives and Activities: *Create a cover letter and resume using a template*

Create a New Document from an Existing Document; Change and Reorganize Text; Use the Proofing Options;
Create a Document Using a Template

Chapter 5 – Create Research Papers

PROJECT 3A Objectives and Activities: *Create a research paper that includes citations and a bibliography*

Create a Research Paper; Insert Footnotes in a Research Paper; Create Citations and a Bibliography in a Research Paper

EXAM 2 – Unit II: Word Processing Concepts Using Word 2013 (12.5 percent of the final grade)

UNIT III: SPREADSHEET CONCEPTS using Microsoft Excel 2013

Chapter 6 – Creating a Worksheet and Charting Data

PROJECT 1A Objectives and Activities: *Creating a Worksheet and Charting Data*

Create, Save, and Navigate an Excel Workbook; Enter Data in a Worksheet; Construct and Copy Formulas and Use the SUM Function; Format Cells with Merge & Center and Cell Styles; Chart Data to Create a Column Chart and Insert Sparklines; Print, Display Formulas, and Close Excel

PROJECT 1B Objectives and Activities: *Calculate the Value of an Inventory*

Check Spelling in a Worksheet; Enter Data by Range; Construct Formulas for Mathematical Operations; Edit Values in a Worksheet; Format a Worksheet

Chapter 7 – Using Functions, Creating Tables, and Managing Large Workbooks

PROJECT 2A Objectives and Activities: *Analyze inventory by applying statistical and logical calculations to data and by sorting and filtering data*

Use the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions; Move Data, Resolve Error Messages, and Rotate Text; Use COUNTIF and IF Functions and Apply Conditional Formatting; Use Date & Time Functions and Freeze Panes; Create, Sort, and Filter an Excel Table; Format and Print a Large Worksheet

PROJECT 2B Objectives and Activities: *Creating a Summary Sheet from Multiple Worksheets*

Navigate a Workbook and Rename Worksheets; Enter Dates, Clear Contents, and Clear Formats; Copy and Paste by Using the Paste Options Gallery; Edit and Format Multiple Worksheets at the Same Time; Create a Summary Sheet with Column Sparklines; Format and Print Multiple Worksheets in a Workbook

EXAM 3 – Unit III: Spreadsheet Concepts Using Excel 2013 (12.5 percent of the final grade)

UNIT IV: ACCESS DATABASE AND PRESENTATION GRAPHICS concepts using Access/PowerPoint 2013

Chapter 9 – Getting Started with Microsoft Access 2013

PROJECT 1A Objectives and Activities: *Creating an Access database*

Identify Good Database Design; Create a Table and Define Fields in a New Blank Database; Assigning the Data Type and Name to Fields; Renaming Fields and Changing Data Types in a Table; Adding a Record to a Table; Adding Additional Records to a Table; Importing Data from an Excel Workbook into an Existing Access Table; Change Structure of Tables and Add a Second Table; Adjust Column Widths; Printing a Table; Create and Use a Query, Form, and Report;
Save and Close a Database

Chapter 10 – Sort and Query a Database

PROJECT 2A Objectives and Activities: *Sort and Query an Access database*

Open and save an existing Database; Create Table Relationships; Sort records in a Table; Create a Query in Design View, Create a New Query from an existing Query; Sort Query Results.

PROJECT 2B Objectives and Activities: *Create complex Database Queries*

Specify Numeric and Compound Criteria in a Query; Create a Query based on multiple tables; Use wildcards, calculated fields, calculated statistics and group data in a Query.

Chapter 12 – Getting Started with Microsoft PowerPoint 2013

PROJECT 1A Objectives and Activities: *Opening, Editing, Saving, and Printing a Presentation*

Parts of the PowerPoint Window; Open a Presentation and View a Slide Show; Create Folders/Save a Presentation; Edit a Slide's Text; Add Pictures to a Presentation; Insert New Slide; Increase/Decrease List Levels; Check Spelling and Use Thesaurus; Add Speaker's Notes; Change Font/Font Sizes; Apply Font Styles; Align Text and Change Line Spacing; Modify Slide Layout; Change Presentation Theme; Create Headers and Footers; Preview and Print Presentation

PROJECT 1B Objectives and Activities: *Create and Format a Presentation*

Insert Slides from an Existing Presentation; Use Slide Sorter View; Select and Delete Slides; Move Slides; Format Slide Elements; Modify Slide Layout; Apply Slide Transitions to a Presentation; and, Display a Presentation in Reading View

Chapter 13 – Formatting PowerPoint Presentations

PROJECT 2A Objectives and Activities: *Formatting a Presentation*

Format Numbered and Bulleted Lists; Modify the Bulleted List Style; Insert Clip Art; Moving and Sizing Images; Change the Shape of a Picture; Insert Text Boxes and Shapes; Add Text to Shapes; Apply Shape and Picture Styles; Duplicate and Align Objects

Chapter 14 – Enhancing a Presentation with Animation, Video, Tables, and Charts

PROJECT 3A Objectives and Activities: *Customize a Presentation*

Customize Slide Backgrounds and Themes; Hide Background Graphics; Format a Slide Background with a Picture; Apply a Background Fill Color and Reset a Slide Background; Animate a Slide Show; Apply Entrance Effects; Set Effect and Time Options; Insert a Video; Format and Edit a Video;

EXAM 4 – Unit IV: ACCESS DATABASE and PRESENTATION GRAPHICS CONCEPTS using PowerPoint 2013 (12.5 percent of the final grade)

LAST WEEK OF CLASS: REVIEW FOR FINAL EXAM

FINAL EXAMINATION: Comprehensive exam will include objective and performance on all four software applications. (20 percent of the final grade)

This course is offered as either an online course or a hybrid course. Hybrid courses contain both required classroom attendance as well as an online component.

It is recommended that you purchase the Microsoft Office 2013 Suite. When purchasing your software, be careful to make sure that it contains the four products used in this course: Word, Excel, Access, and PowerPoint.

Note: There are homework assignments for each unit. Completion of these assignments WILL require time outside of class in ADDITION to class time.

CPT 170 – COURSE SPECIFIC REQUIREMENTS AND MATERIALS

1. A USB portable storage device such as a flash drive will be needed for coursework storage.
2. Headphones are recommended for quiet listening to Myitlab audiovisual and training support.
3. Greenville Technical College is not responsible for and does not provide technical support for home computers. Students are responsible for contacting Myitlab Customer Support for assistance.

Information on Tests and Exams

All tests and exams will be completed online, and students are required to have an access code. Access codes are obtained by purchasing the *myitlab for Go with Office 2013* access code which is included with the textbook when purchased at the GTC bookstore. Should a student have a used book, the myitlab access code can be purchased as a stand-alone product through the GTC bookstore or online from the publisher.

Note: Greenville Technical College is not responsible for and does not provide technical support for home computers. Students are responsible for contacting myitlab Customer Support for assistance.

Policy for the Submission and Grading of Assignments for CPT 170

- **All assignments (i.e., labs, projects, etc.) for this course must be completed and submitted electronically to the instructor by the due date established in order to receive credit for the assignment.**
- **Assignments (i.e., labs, projects, etc.) not submitted by the due date will not be accepted for a grade and will have a zero (0) recorded as the earned grade for the assignment grade.**

Test Policy for CPT 170

- Four (4) exams and a comprehensive final exam will be given.
- Exam dates will be announced in class and posted in Blackboard (online classes).
- The student assumes responsibility for materials and announcements missed when absent.
- **Each student will be granted only one make-up exam for the course. If additional exam(s) are missed, the student will automatically have a zero (0) grade recorded for the missed exam(s). The date and time of the make-up exam will be at the instructor's discretion. If the first missed exam is prior to the last date to withdraw for the course, the exam must be completed prior to the withdrawal date.**
- **Any exam not taken at the scheduled time or in the scheduled location without prior approval by the instructor will be considered a make-up exam.**
- **If deemed necessary, an online student may be required to take exams in a campus computer lab or in a proctored environment.**
- A comprehensive final exam must be taken as scheduled with no exemptions or exceptions.

Exceptions to the above Test Policy will be made on an individual basis as a result of a decision involving the program coordinator/department head, instructor, student, and/or the Assistant Dean.

Attendance Policy for CPT 170

- **Hybrid Course Attendance:** A hybrid course is a combination of online and classroom activities. You will be expected to **attend all campus class meetings** as well as to adhere to posted online deadlines for testing and assignments. **Classroom attendance** will be taken in class by the instructor. Participation online is also

recorded for attendance. Classroom activities include lecture, discussion, collaboration, demonstration, review, and assessment. Online activities will include lecture, assignments, discussions, e-mail, and assessments.

- **Online Course Attendance:** Online course attendance is based on completion of assignments by the due date posted in the calendar in Blackboard. Online activities will include lecture, assignments, discussions, e-mail, and assessments. Attendance will be based on the submission of a required graded weekly assignment. Discussion postings, emails, or other forms of communication will not be used to determine attendance for this course.

CPT 170 – EVALUATION AND GRADING INFORMATION

GRADING POLICY

Emphasis will be placed on tests, grader assignments, individual research project, and a final exam with the following weights:

Grades for this course will be calculated as follows:

Fifty (50) percent of the final grade will be based on the average of the four equally-weighted exams.

Twenty (20) percent of the final grade will be based on the grade of the comprehensive final exam.

Fifteen (15) percent of the final grade will be based on the completion of a hands-on individual research project assignment.

Fifteen (15) percent of the final grade will be based on the completion of assigned myitlab grader and training projects.

Final letter grades will be issued as follows:

A	=	90 - 100
B	=	80 - 89
C	=	70 - 79
D	=	60 - 69
F	=	0 - 59