

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

**COURSE SYLLABUS**

**Course Title:** Microcomputer Applications

**Course Number:** CPT 170 (Simnet 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:**

\_\_\_\_\_  
Phillip Cluley, Department Head  
[phillip.cluley@gvltec.edu](mailto:phillip.cluley@gvltec.edu), (864) 250-8655, Barton Campus, Building 103/Room 309

**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.*

**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)



**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. Nordell, et al, Office 2013: In Practice text book with Simnet Access Code - ISBN: 9781259702631; 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 OVERVIEW**

General Course Introduction and Syllabus Review

#### **Chapter 1 – Windows 8 and Office 2013 Overview**

Student Learning Objectives for the Chapter - after reading this chapter and doing the tasks required, you should be able to:

1. Use the basic features of Windows 8 and Microsoft Office 2013 products (p. O1-2).
2. Create, save, close, and open Office files (p. O1-12).
3. Print, share, and customize Office files (p. O1-20).
4. Use the Ribbon, tabs, groups, dialog boxes, task panes, galleries, and the Quick Access toolbar (p. O1-23).
5. Use context menus, mini toolbars, and keyboard shortcuts in Office applications (p. O1-27).
6. Customize the view and display size in Office applications and work with multiple Office files (p. O1-31)
7. Organize and customize Office files and Windows folders (p. O1-34).

#### **EXAM 1 –Windows 8 and Office 2013 (10.0 percent of the final grade)**

### **WORD PROCESSING CONCEPTS using Microsoft Word 2013**

#### **Chapter 1 – Creating and Editing Documents.**

1. Create, save, and open a Word document.
2. Customize a document by entering and selecting text, using word wrap, and using AutoComplete, AutoCorrect, and AutoFormat features.
3. Enhance a document using paragraph breaks, line breaks, spaces, and non-breaking spaces.
4. Edit a document using cut, copy, paste, the Clipboard, and the undo, redo, and repeat features..
5. Customize a document using different fonts, font sizes, and attributes.

6. Enhance a document using text alignment and line and paragraph spacing.
7. Finalize a document using Word's proofing tools.
8. Apply custom document properties to a document.

### **Chapter 2 – Formatting and Customizing Documents.**

1. Format a document by customizing margins, page orientation, paper size, and vertical alignment.
2. Improve alignment and white-space usage by setting, using, and editing tab stops in a document.
3. Understand and apply indents to control text alignment.
4. Enhance document layout by effectively using page numbers, headers, and footers.
5. Control pagination with page and section breaks.
6. Present information using customized bulleted and numbered lists.
7. Increase document consistency and format with styles and themes.
8. Effectively edit a document using find and replace.
9. Improve overall document design and format with borders, shading, horizontal lines, and hyperlinks.

### **Chapter 3 – Working with Reports and Multipage Documents.**

1. Insert and edit footnotes and endnotes in a document.
2. Create a bibliography with properly formatted sources and insert citations into a document.
3. Create and edit a table of contents based on headings.
4. Insert a cover page and modify content and content control fields.
5. Integrate bookmarks into a multipage document.
6. Apply and customize headers and footers in a multipage document.

### **Chapter 3 – Working with Reports and Multipage Documents.**

1. Insert and edit footnotes and endnotes in a document.
2. Create a bibliography with properly formatted sources and insert citations into a document.
3. Create and edit a table of contents based on headings.
4. Insert a cover page and modify content and content control fields.
5. Integrate bookmarks into a multipage document.
6. Apply and customize headers and footers in a multipage document.

### **Chapter 4 – Working with Reports and Multipage Documents.**

1. After completing this chapter, you will be able to:
2. Improve the design and readability of a document by using tables to present and arrange information.
3. Modify a table by changing column and row size, aligning text, using the Table Properties dialog box, sorting data, and using AutoFit.
4. Enhance the appearance and function of a table by using the Table Tools tabs, applying borders and shading, using table styles, inserting formulas, and converting text into a table.
5. Modify the layout and design of a document using columns to present information.
6. Enrich a document by adding and modifying visual elements such as pictures, shapes, SmartArt, and WordArt.

## **EXAM 2: Word Processing Concepts Using Word 2013 (10.0 percent of the final grade)**

### **SPREADSHEET CONCEPTS using Microsoft Excel 2013**

#### **Chapter 1 – Creating and editing Workbooks**

1. Create, save, and open an Excel workbook.
2. Edit a workbook by entering and deleting text and numbers, using the Fill Handle to complete a series, and using the cut, copy, and paste features.
3. Create a basic formula using AutoSum.
4. Format a worksheet using different font attributes, borders, shading, cell styles, themes, and the Format Painter.

5. Resize, insert, delete, and hide and unhide columns and rows in a worksheet.
6. Insert, delete, edit, format, and rearrange worksheets.
7. Customize the Excel window by changing views, adjusting zoom level, freezing panes, and splitting a worksheet.
8. Finalize a workbook by spell checking, adding document properties, applying page setup options, and printing.

## **Chapter 2 – Working with Formulas and Functions**

1. Create and edit basic formulas.
  2. Use range names and relative, absolute, and mixed cell references in a formula.
  3. Apply mathematical order of operations when using parentheses, exponents, multiplication, division, addition, and subtraction.
  4. Use AutoSum and other common functions such as AVERAGE, COUNT, MAX, MIN, TODAY, and NOW.
  5. Apply financial, logical, and lookup functions such as PMT, IF, VLOOKUP, and HLOOKUP.
  - 6.
  7. Apply math and trigonometry functions such as SUMIF, SUMPRODUCT, and ROUND.
- EXAM 3 – Unit III:  
Spreadsheet Concepts Using Excel 2013 (12.5 percent of the final grade).

## **Chapter 3 – Creating and Editing Charts**

1. Create, size, and position an Excel chart object and create a chart sheet.
2. Design a chart using Quick Layouts and chart styles.
3. Switch row and column data, add or remove chart elements, change chart type, and edit source data.
4. Format chart elements with shape styles, fill, outlines, and special effects.
5. Use images, shapes, and WordArt in a chart.
6. Create a pie chart and a combination chart.
7. Insert and format sparklines in a worksheet.

## **Chapter 4 – Filtering and Conditional Formatting**

1. Import data into Excel from a text file, database file, or a web site and use Flash Fill and data connections.
2. Create and format an Excel table.
3. Sort data by text, number, color, or icon.
4. Apply an AutoFilter or an Advanced Filter to data.
5. Use the Subtotal command and create groups and outlines.
6. Apply and manage Conditional Formatting using cell rules, Color Scales, Icon Sets, and Data Bars

## **ACCESS DATABASE using Access 2013**

### **Access Chapter 1 – Creating a Database and Tables**

1. Explain data organization concepts, use the Access Navigation pane, and identify objects.
2. Create a database, set database properties, understand database object naming conventions and data types, and close a database.
3. Create a table in Datasheet view, edit the default primary key, add a new field, edit field properties, save a table, and enter records into a table.
4. Navigate table records in a datasheet and customize a datasheet by modifying field order, row height, column width, field alignment, font style and size, row colors, and gridlines.
5. Search, sort, and filter records in a table.

### **Access Chapter 2 – Using Design View, Data Validation, and Relationships**

1. Create a table in Design view; add new fields; define a primary key; delete fields; save, close and open a table; and switch between Datasheet and Design views.
2. Set field properties including Field Size, Format, Caption, Default Value, and Required (p. A2-79).
3. Explain data integrity and data validation concepts and options.

4. Create field and record level validation rules, test rules, create validation text, create lookup fields, and define an input mask.
5. Change field properties after records are added into a table.
6. Explain relational database principles, understand the steps that must be taken to design a database, create relationships between tables, implement referential integrity, and delete and edit relationships.
7. Import data records from Excel.
8. Preview and print the contents of a table.
9. Manage a database using Compact & Repair (p. A2-121).

### **Access Chapter 3 – Creating and Using Queries**

1. Use the Simple Query Wizard to create and run a query.
2. Create a query in Design view, add fields, and save and run a query.
3. Add a criterion to a query, use comparison operators, and create criteria with wildcards.
4. Integrate sorting and limiting fields and records that display.
5. Use the AND and OR operators to include multiple criteria in a query.
6. Create a parameter query.
7. Build a query that uses a calculated field.

### **Access Chapter 4 – Creating and Using Forms and Reports**

1. Create a simple form using quick create options; save, modify, and delete a form.
2. Create a blank form, understand controls and control layouts, and customize a form in Layout view.
3. Restrict a form to data entry, limit user edits and deletes on a form, add command buttons, and test a form.
4. Create a simple report with the Report Wizard; save, modify, and delete a report.
5. Create a blank report, understand controls and control layouts, customize a report in Layout view, and add a title, a date, and page numbers to a report.
6. Enhance a report by adding grouping, sorting, and totals to a report in Layout view.
7. Integrate conditional formatting into a report.
8. Preview, modify print settings, and print a report. Create a summary query using aggregate functions

## **EXAM 4 – Unit IV: ACCESS DATABASE (10.0 percent of the final grade)**

### **Presentations Using PowerPoint 2013**

#### **PowerPoint Chapter 1 – Creating and Editing Presentations**

1. Create, open, and save a presentation.
2. Develop presentation content by adding slides, choosing layouts, moving and resizing placeholders, editing text, and reusing slides from another presentation.
3. Rearrange presentation content by moving, copying and pasting, duplicating, and deleting slides.
4. Use the Slide Master to change theme colors and fonts.
5. Use headers and footers to add identifying information.
6. Insert, resize, and align a picture from a file.
7. Apply and modify transition effects to add visual interest.
8. Preview a presentation and print slides, handouts, and outlines.
9. Change presentation properties.

#### **PowerPoint Chapter 2 – Illustrating Slides with Pictures and Information Graphics**

1. Work with shapes, select theme colors and standard colors, and apply styles.
2. Create interesting and eye-catching text with WordArt styles and text effects.
3. Search for pictures and illustrations, modify picture appearance, and compress picture file size.
4. Organize information in a grid format using tables and customize the arrangement of columns and rows.
5. Emphasize portions of a table by applying styles, colors, and effects.

6. Show processes and relationships with SmartArt graphics.
7. Improve the appearance of SmartArt graphics by applying styles, colors, and effects.
8. Create charts that show relationships between data values and emphasize data in different ways.
9. Enhance a chart by applying preset styles or manually customizing individual chart elements.

### **PowerPoint Chapter 3 – Preparing for Delivery and Using a Slide Presentation**

1. Create custom theme and background colors.
2. Apply animation to add interest and reinforce content.
3. Link to an online video.
4. Use rehearsal techniques to prepare for presentation delivery.
5. Control display options for different screen sizes.
6. Present effectively and professionally using projection equipment.
7. Use annotation pens to highlight information and save presentation markings.
8. Prepare a self-running **presentation** that loops.
9. Use the Package Presentation for CD feature to prepare a slide show for display on other computers.

### **EXAM 5 – Unit V: PowerPoint Presentations (10.0 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 Simnet 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 Simnet 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 *Simnet* access code which is included with the textbook when purchased at the GTC bookstore. Should a student have a used book, the Simnet 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 McGraw-Hill Customer Support for assistance with Simnet technical issues.

### 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.

<b>CPT 170 – EVALUATION AND GRADING INFORMATION</b>
---

### **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 five equally-weighted exams.

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

**Fifteen (10) percent** of the final grade will be based on the completion of 3 hands-on individual research project assignments.

**Fifteen (15) percent** of the final grade will be based on the completion of assigned Simnet Simbook and Simnet graded projects.

**Final letter grades** will be issued as follows:

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