GREENVILLE TECHNICAL COLLEGE

School of Business and Computer Technology
Computer Technology
Course Syllabus
Microcomputer Applications CPT 170
Fall 2019

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Credit/Contact Hours:
3.0

Prerequisite:
Computer Readiness Exam placement score equal to or greater than 67 or successful completion of COL 107 or placement into MAT 101 or higher MAT and placement into ENG 101.

Co-requisite:
None

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Course Description:
This course introduces microcomputer application software, including electronic word processing, databases, spreadsheets, tables, charts, graphs, and presentation graphics.
Note: Microsoft Office 2016 is used for this course and should be installed on the student's home computer in order to complete assignments on the student's home computer. Online students are strongly encouraged to have access to a home computer, to be computer literate, and have keyboarding skills. If a student does not have access to a home computer, then they are strongly encouraged to take a hybrid course. The third attempt to pass this course requires the Department Head and student's signatures on a drop/add form and requires the student's enrollment in a hybrid course.

Course Content:
Please refer to Syllabus Addendum in Blackboard to review the Tentative Schedule-Plan of Instruction. Your Instructor will provide a detailed, week-by-week plan of instruction along with method of delivery, testing, and assignment submission.
COURSE OUTLINE (Units)
- Unit 1 – Windows 10 & Office 2016
- Unit 2 – Microsoft Word
- Unit 3 – Microsoft Excel
- Unit 4 – Microsoft Access
- Unit 4 (continued) – Microsoft PowerPoint

The instructor reserves the right to modify the Tentative Schedule-Plan of Instruction by changing the sequence of text material or testing content.
The final examination for traditional, online, hybrid, and blended class students will be administered on campus. The final examination will be scheduled at a time determined by the administration.

Test Policy for CPT 170
All tests and the final exam will be completed using the MyLabsPlus software and students are required to have an access code.
Access codes are obtained by purchasing the MyItLab for Go with Office 2016 access code, which is included with the textbook when purchased at the GTC bookstore. Should a student choose to purchase a used textbook, the MyItLab **access code must be purchased as a stand-alone product through the GTC bookstore or online from Pearson. Access Codes cannot be purchased from third party software sites such as Amazon, E-Bay, or another retail distributor. You must purchase the Access code from the GTC bookstore or the GTC Pearson web site.**
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 **or** must use the computer lab in the ET building, Room 113 or 115.
• Four (4) unit tests and a comprehensive final exam will be given.

• Test dates and the final exam 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 test for the course. One missed Individual Research Project section may be substituted in place of the one missed test make-up policy. If additional test(s) are missed, the student will automatically have a zero (0) grade recorded for the missed test(s). The missed test grade will be recorded as a zero until the test is made up. The date and time of the make-up test will be at the instructor's discretion. The makeup test or Individual Research Project section is to be taken (or completed) within 7 days of the original due date. Once you have completed the makeup test (or Individual Research Project section), then the new score will be recorded in Blackboard. If the first missed test is prior to the last date to withdraw for the course, the test must be completed prior to the withdrawal date.**
• **Any test not taken at the scheduled time or in the scheduled location without prior approval by the instructor will be considered a make-up test.**

• **If deemed necessary, an online student may be required to take tests in a campus computer lab or in a proctored environment.**

• A comprehensive final exam **must be taken as scheduled** with no exemptions or exceptions. GTC requires a **PROCTORED final exam** for CPT170. **All students including online and hybrid classes are required to take the final exam on campus or at a testing center near where you live.** Students are allowed the option of taking the final exam locally if they complete a proctor request application.

The application is found on the following web link: collegeonline.gvltec.edu/apps/ProctorRequest/ProctorRequestForm.aspx. The instructor, APD, and Dept. Head, must receive the request applications seven days prior to the first CPT170 Final Exam day.
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.

Purpose of Course:
The purpose of this course is to provide a working overview of microcomputer hardware and its uses; to provide a working knowledge of Microcomputer Software Applications, their purposes, and uses; to provide knowledge of the installation of Microcomputer Software Applications on home computers; and to provide hands-on experience through assigned lab exercises and projects

Required Texts:
The Go! With Microsoft Office 2016 Volume 1 textbook with MyITLab Office 2016 Access Code is used in this course. The ISBN is **9781323846421**. Please purchase the

bundle of materials from the GTC Bookstore to ensure that the correct access code is purchased.

NOTE: Students in hybrid and online classes will access their online content through Blackboard and MyLabsPlus.

Additional Materials, Supplies, Equipment, and Technology (i.e. Webcams):

1. A MyLabsPlus Access Code is required and must be purchased by all non-repeat students to gain access to the MyLabsPlus software. The Access code is valid for one year if the same release of Microsoft Office is used in the course.

2. The following Office 2016 software products are also required – Word, Excel, Access, and PowerPoint. The GTC bookstore sells a course bundle, which includes the Pearson Access Code, and the GO! With Office 2016 Volume 1 textbook.

3. If a student elects to purchase a used textbook, the Pearson Access Code must be purchased as a stand-alone product through the GTC bookstore or online from the Pearson web site.

Access Codes for used textbooks cannot be used. Access Codes cannot be purchased from third party software sites such as Amazon, E-Bay, or another retail distributor. You must purchase the Access code from the GTC bookstore or the GTC Pearson web site. If a student elects to use the temporary access code for 2 weeks, when the access code expires then the student is required to purchase a permanent access code immediately in order to avoid losing access to assignments.

4. The Office 2016 software student version is available free to our students using their Greenville Technical College Gmail account username information, if their computer meets the system requirements noted in Microsoft instructions. Please read Blackboard announcement information for more details on how to review requirements to obtain a free copy. Also, Microsoft Office 2016 may be purchased, licensed, or leased from Microsoft Corporation.

5. A USB portable storage device such as a flash drive is recommended for coursework storage. Google Drive or One Drive Cloud storage may also be used. Students should not save classwork or homework on classroom computers as all user documents will be deleted periodically by the school.

6. Headphones are required for quiet listening to MyLabsPlus audiovisual and training assignments in GTC public labs, classrooms, and the Technical Resource Center.

7. Students in hybrid and online classes will access their online content using GTC computers in the classrooms and labs. Students may use personal computers providing they meet the system requirements and setup of the course. Greenville Technical College is not responsible for and does not provide technical support for home computers. Students are responsible for contacting MyLabsPlus Technical Support for assistance with personal computer setup and technical problems.

Instructional Agreement:

This syllabus is an agreement between the student and instructor concerning course objectives, course content, grading, and other policies and procedures particular to the course as well as any posted program, departmental, and divisional policies. It is also

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the student's responsibility to become familiar with the Student Handbook/College Catalog found in the Student Resources area of Blackboard.

Students will accept responsibility for their own actions and exercise self-directed learning behaviors. If assignments require the attachment and upload of a file or files prior to submission, then the student is responsible to verify that the submission accurately contains the required file attachments. If the student is unable to successfully attach and upload a file for submission, they must contact their instructor prior to the due date of the assignment. The instructor may require that the student bring the assignment's required files to the Business Open lab in ET/113 or ET/115 to request help with the attachment, upload and submission of files for assignments.

Assignments completed in MyLabsPlus DO NOT automatically update the Grade Book in Blackboard. Your instructor will transfer the grades over after the due date of assignment has passed.

Grading Scale:
The student's semester overall average is the Weighted Average Grade shown in **Blackboard**. The Weighted Average Grade in Blackboard is also used for Starfish reporting. Ignore the grade in MyLabsPlus because it is not calculated according to the correct weighted schema used in Blackboard.
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 in Blackboard as follows:

- **Twenty (20) percent** of the final grade will be based on the average of the four equally weighted unit tests.

- **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.

- **Twenty (20) percent** of the final grade will be based on the completion of assigned MyLabsPlus grader projects.

- **Twenty five (25) percent** of the final grade will be based on the completion of assigned MyLabsPlus training and Blackboard homework assignments.

Final letter grades will be assigned as follows:
A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = 0 - 59

Pass/Non-Pass Course Grade Option:
This course may be eligible for the Pass/Non-Pass Course Grade Option. A student must request this option prior to the withdrawal date of this course. If approved for this option, a grade of P will be assigned if the student earns a grade of C or higher. A grade of NP will be assigned for earning a D or F. Students are encouraged to talk with their instructor and meet with an advisor prior to requesting this option. Additional information may be found in the college catalog.

Instructional Continuity:
In the event of a disruption to the normal class schedule or planned activities for this course, alternate learning activities that may include other methods of instruction or locations may be implemented. If disruption occurs, your instructor will communicate through your GTC email (Gmail) account. Additionally, please make sure your contact information is accurate in GTC's emergency alert system (accessible in GTC4Me/Quick Access/GTC2me – Emergency Messaging).

Verification of Student in Online Classes:
Greenville Technical College is committed to student learning and the academic integrity of all courses. All GTC online courses are required to have at least one proctored learning activity that constitutes a significant percentage of the course grade, which may include a test, midterm, final exam, presentation or other assignment. Proctored is defined as an experience where an approved person ensures the identity of the student and monitors the learning activity. The proctored learning activity will be determined by the course instructor. The method of proctoring and any additional requirements, such as costs for students and/or trips to campus or approved testing center, will be explained in the course schedule/plan of instruction.

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.

6. Manage files and folders needed to complete assignments. This will include the downloading and uploading of files for assignment completion. Some folders are in compressed formats and must be extracted to format the files in useable formats. Files

must be attached, uploaded and submitted to Blackboard and MyLabsPlus to complete assignments.

Assessment of Student Learning:
Greenville Technical College is committed to continuous improvement of teaching and learning. Tests, assignments, and/or projects required in this course may be shared with college faculty and used for assessment purposes. Also, student input is necessary for improving instruction and is requested through course evaluations. Students will be notified when evaluations are available.

Administrative Withdrawals:
Students may be administratively withdrawn from this course for the following reasons:

- Not attending a course during the drop/add period including failure to meet the attendance criteria in an online course. In this case, a grade of WA will be assigned. This WA will not count as an attempt and will not affect GPA.
- For recorded absences exceeding 15% of the course contact hours prior to the withdrawal date. A grade of W will be assigned. For students who receive financial aid, this W will count as a course attempt but will not affect GPA.
- For non-attendance for 14 consecutive calendar days during any time in a semester (including non-class days, holidays, and weekends). A grade of FA (Failure due to Absences) will be assigned. For students who receive financial aid, this FA will count as a course attempt and will affect GPA. The college will use a grade point of zero for each credit hour to calculate the student's GPA.

Course Policies:
Computer Technology students must obtain a minimum grade of "C" in all CPT and IST courses.
Please refer to Departmental Policies in Blackboard to review additional course and department policies.
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 the Course Schedule of Assignments Attachment – "CPT 170 Tentative Schedule – Plan of Instruction" on the Syllabus and Info. Link in Blackboard in order to receive credit for the assignment.**

• Assignments (i.e., labs, projects, etc.) not submitted by due date - Refer to **"Attachment 2 - CPT Dept. Policy_FA15"** for policy and procedures.

• If assignments require the attachment and upload of a file or files prior to submission, then the student is responsible to verify that the submission accurately contains the required file attachments. If the student is unable to successfully attach and upload a file for submission, they must contact their instructor prior to the due date of the

assignment. The instructor may require that the student bring the assignment's required files to the Business Open lab in ET115 to request help with the attachment, upload, and submission of files for assignments.

Students with Disabilities:
Students with disabilities, including those who were served in Special Education (resource or tutorial), should contact Student Disability Services (SDS) to discuss their need for services and accommodations. ***This must be done each term***. The main SDS office is located on the Barton Campus in the Student Center Building 105, office 113.

Students may reach staff by phone at (864) 250-8202 or via email to DisabilityServices@gvltec.edu. Appointments are available at all satellite campus locations. Please check the GTC website for more information concerning Student Disability Services. Visit http://gvltec.edu/disability-services for more information.

The college is committed to providing materials that are accessible to all students. However, if you experience any difficulty accessing materials, please notify your instructor immediately so that we can provide a solution. You may also contact Student Disability Services directly at (864) 250-8202 or by email at DisabilityServices@gvltec.edu.

Students who need a PDF reader to access course documents presented in PDF formats may download Adobe Reader from https://get.adobe.com/reader.

Blackboard Ally

Blackboard Ally is a tool to improve students' experiences within online courses. It enables students to convert files in a course to more accessible formats such as HTML, electronic braille, audio and more. For more information, refer to Blackboard Ally for Students located in Student Resources in the course menu.

Technology Statement:
Greenville Technical College is not responsible for personal technology or internet access. Problems with computers, devices, or internet access are not acceptable for late work. When completing gradable coursework online, be sure to access a secure, reliable internet connection (preferably hardwired).

All technical questions should be directed to technical support. For details, visit https://www.gvltec.edu/about_greenvilletech/tech_support.

Students can access due dates for all assignments and quizzes/tests on the Course Schedule/Plan of Instruction. All graded work is time-stamped when submitted, so your instructor can check the time of submission. In addition, you will receive a confirmation

email message when you submit assignments via Blackboard. You must provide this confirmation information in case of any dispute regarding the submission.

Computer labs are available at multiple campus locations and offer various hours as well as staff who are available for assistance. For more information, please visit https://www.gvltec.edu/student_resources/computer_labs.

Student should use Microsoft Office programs or PDF format for submitting assignments in Blackboard. Students can access http://portal.office.com, log in with their <username>@my.gvltec.edu email address and Blackboard/GTC4me password, then follow the prompts to install Microsoft Office free of charge.

Starfish:
We care about your success! Greenville Technical College is proud to offer Starfish, a software tool designed to promote student success through coordination and communication between students, instructors, and support staff. The link to Starfish is located in Blackboard.

Inside Starfish, you will find your Student Success Team with your instructor, advisor, academic coach, and others you may be directly connected with at the college. Setting up your Starfish profile and completing the Starfish Intake form will provide your Success Team with valuable information to guide your success.

Throughout the semester, you may receive emails regarding your attendance, academic performance, or course grades. Additionally, faculty and staff may send kudos celebrating successes. It is important that you check your Greenville Technical College Gmail regularly for Starfish alerts and kudos.

FERPA Policy:
Because Greenville Technical College abides by FERPA privacy guidelines, personal email accounts may not be used for any College-related communication. Faculty and students must use the college Gmail system only.

Start, Stay, Succeed!