

# Microcomputer Applications

## CPT-170

Spring 2025 Section 411 3 Credits 01/13/2025 to 05/05/2025 Modified 01/27/2025

### Meeting Times

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Class meeting times are subject to change. Contact your instructor with questions or concerns.

Lecture: Bldg: 103 Room: 241 Mon 01/13/2025 08:00AM - 04/28/2025 09:20AM

Internet Course: Bldg: ONL Room: ONL 01/13/2025 - 05/05/2025

### Contact Information

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#### Instructor: Linda Woodward

Email: [woodwlrw@my.gvltec.edu](mailto:woodwlrw@my.gvltec.edu)

Office: Virtual

Phone: N/A

**Preferred method of contact:** Please contact me through my Greenville Tech Gmail e-mail, woodwlrw@my.gvltec.edu and I will respond back to you in a timely manner; normally within 24-48 hours.

**Plan for responding to messages and interacting with learners:** Please email to receive a return email reply or to schedule an appointment. All emails will be responded to within 24 hours during the week. Emails received after 1:00 pm Friday will be responded to by 3:00 pm Monday. No emails will be answered any day after 6:00 p.m. All assigned work will be graded within one week of the due date. I am available on Mondays before or after class and for a virtual one-on-one meeting with you via Greenville Technical College Zoom. This will need to be coordinated in advance to establish a day and time according to my schedule. Submit an email to me in advance to set up any Zoom meetings.

#### Program Coordinator: Wendy Rader

Email: [raderwcr@my.gvltec.edu](mailto:raderwcr@my.gvltec.edu)

Office: Barton ET103-219

Phone: 864.250.8275

# Department Chair: Phillip C. Cluley

Email: [clulepcc@my.gvltec.edu](mailto:clulepcc@my.gvltec.edu)

Office: Barton ET103-217

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Website: [https://www.gvltec.edu/academics\\_learning/business-computer/computer\\_technology/index.html](https://www.gvltec.edu/academics_learning/business-computer/computer_technology/index.html) ([https://www.gvltec.edu/academics\\_learning/business-computer/computer\\_technology/index.html](https://www.gvltec.edu/academics_learning/business-computer/computer_technology/index.html))

## Dean: Michelle Byrd

Email: [michelle.byrd@gvltec.edu](mailto:michelle.byrd@gvltec.edu)

Office: Barton ET103-111A

Phone: 864.250.8189



## Description

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3-0-3 Offered Fall, Spring and Summer Semesters This course introduces microcomputer applications software, including word processing, data bases, spreadsheets, graphs, and their integration.



## Materials

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### Inclusive Access (IA) program

**Publisher:** Cengage Unlimited Subscription

This course is part of the **Inclusive Access (IA)** program, designed to reduce the cost of course materials for students. You can access the digital content for these courses through **Blackboard** on the *first day* of class automatically using a **Cengage Unlimited Subscription**.

A **Cengage Unlimited Subscription** includes access to eBook and graded Cengage modules The text and lab material you need for this course reside within our digital platform via Cengage MindTap.

<https://play.vidyard.com/yUAP2eFUunPkCeXniVjqcY>  
(<https://play.vidyard.com/yUAP2eFUunPkCeXniVjqcY>)

If you have any issues, please contact Cengage technical support at 1-800-354-9706 or [support.cengage.com](https://support.cengage.com).

Additional information can be found in this syllabus listed under: "**Institutional Policies > Inclusive Access**"

## Microsoft Office 365

1. The following Microsoft Office 2019/365 applications – Word, Excel, Access and PowerPoint

The Microsoft Office 2019/365 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 2019/365 may be purchased, licensed, or leased from the Microsoft Corporation.

## Cloud storage or USB portable storage device

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 or lab computers** as all user documents will be deleted periodically by the school. Students may not bring and use their own personal computers in school classrooms.

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

1. Headphones are required for quiet listening to Cengage audiovisual and training assignments in GTC public labs, classrooms, and the Technical Resource Center.
2. Students in hybrid/synchronous, hybrid/in-person and online classes will access their online content using GTC computers in the classrooms and labs. Students may use personal computers at home, provided 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 Cengage Technical Support for assistance with personal computer setup and technical problems. Cengage technical support will assign a ticket number to your case. You must provide the ticket number to your instructor for follow-up of your ticket.
3. Hybrid/Synchronous instructor for each class will schedule virtual classroom meeting time for their students via Zoom. A working webcam and audio for your home computer is required to fulfill the virtual classroom meeting condition.

### Note:

Microsoft Office 2019/365 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. All students are strongly encouraged to have access to a home computer or be able to use the Computer Lab in the ET (103) building, 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 Synchronous/In-person 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.

Mac Users Note: You will be able to use a Mac to complete Cengage/SAM textbook chapter projects. Alternative MAC textbook project assignments for Word, Excel and PowerPoint are available. Please contact your instructor for approval and password information. (No Access alternative textbook projects are available.) Windows and Mac users will be able to complete Cengage training, textbook project assignments, (MAC users-no Access textbook project alternative assignments available-MAC users must use the computer lab or borrow a Windows based computer to complete Access textbook project assignments), tests and the final exam. Cengage is cloud based. No installation of Cengage software is required. MAC alternative textbook projects are available (with the exception of Microsoft Access by request and approval of your instructor. Microsoft Access will not install on MAC computers)

Mac and PC keyboard, mouse and some menu items have a few differences.

Cengage's MindTap's training offer suggested methods for Mac users to complete training in a Mac environment.

## Course Objectives

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### 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 Cengage to complete assignments.

## Program Learning Outcomes

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### Program Student Learning Outcomes:

Upon successful completion of the Computer Technology Degree students will be able to:

1. Install and configure an array of computing devices and software.
2. Analyze and describe technological needs using appropriate industry terminology.

3. Build, maintain, and troubleshoot secure applications, systems, or networks using modern resources and tools.
4. Utilize effective customer support and problem resolution skills.
5. Apply techniques and skills learned, appropriate to the discipline, to develop systems solutions.
6. Identify the local and global impacts of computing on individuals, organizations, and society.

## Grade Schema

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| Grade | Range         | Notes |
|-------|---------------|-------|
| A     | 89.5-100      |       |
| B     | 79.5-89.4     |       |
| C     | 69.5-79.4     |       |
| D     | 59.5-69.4     |       |
| F     | 59.4 or below |       |

## ✓ Grade Breakdown

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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.

## Criteria

| Type                                   | Weight | Topic | Notes                                                                |
|----------------------------------------|--------|-------|----------------------------------------------------------------------|
| Unit Tests (4 equally weighted)        | 20%    |       |                                                                      |
| Comprehensive Final Exam               | 20%    |       |                                                                      |
| Individual Research Project Assignment | 15%    |       |                                                                      |
| Participation Grade                    | 10%    |       |                                                                      |
| Assignments                            | 35%    |       | Cengage Textbook Project, Training, and Blackboard Ultra Assignments |

## \* Course Policies

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# Policies and Procedures

- Computer Technology students must obtain a minimum grade of “C” in all CPT and IST courses in order to earn credit towards a degree or certificate
- Classrooms assigned to the Computer Technology Department must be locked at all times except during scheduled
- Students may work in CPT classrooms outside of normal class schedule hours if given approval by department
- Under no circumstances should CPT classrooms be open when no one is working in the classroom; the last person leaving the classroom must close the door(s) which should automatically lock

## Department Exam Policy

- Exam Policies reference Final Exams, Midterm Exams, and/or Skills Exams
- Exams must be taken as scheduled with no exemptions or exceptions
- A Comprehensive Final Exam will be given, unless otherwise stated the course syllabus
- Midterm and/or Skills Exams may be given and will be stated specifically on the course syllabus
- Exam dates will be announced in class and posted on Blackboard
- The student assumes responsibility for materials and announcements missed when absent
- Exams must be taken on or before the announced day; early exams may be arranged at the instructor’s discretion; Late Exams will not be permitted

Note: **Pass/Non-Pass grading can be used in CPT 170**

*Exceptions to the Departmental Exam Policy will be made on an individual basis as a result of a decision involving the department head, instructor, student, and/or the Divisional Dean*

## Department Test Policy

- Test Policies reference Unit Tests, Chapters Tests, and/or Projects
- Three or more unit tests will be given, unless otherwise stated in the course syllabus
- Test dates will be announced in class and posted on Blackboard
- The student assumes responsibility for materials and announcements missed when absent
- Tests must be taken on or before the announced day; early tests may be arranged at the instructor’s discretion
- Each student will be allowed one make-up test in a course (for a penalty of no more than 20%)
- Additional missed tests will result in a grade of zero for that specific
- The date and time of the make-up test will be at instructor’s discretion, not to exceed seven days after the scheduled test date
- Curves and bonus options will not be allowed for any make-up test

*Exceptions to the Departmental Test Policy will be made on an individual basis as a result of a decision involving the department head, instructor, student, and/or the Divisional Dean*

# Department Assignment Policy

- Assignment Policies reference Assignments, Quizzes, and/or Journals
- Assignment dates will be announced in class and posted on Blackboard
- The student assumes responsibility for materials and announcements missed when absent
- Late assignment will not be accepted
- Assignments makeups will not be permitted, unless otherwise stated in the course syllabus

*Exceptions to the Departmental Assignment Policy will be made on an individual basis as a result of a decision involving the department head, instructor, student, and/or the Divisional Dean*

# Department Lab Policy

- Lab Policies reference hands-on labs, equipment labs, virtual labs, and/or group Labs
- The student assumes responsibility for materials and announcements missed when absent
- Late labs will not be accepted
- Lab makeups will not be permitted, unless otherwise stated in the course syllabus
- The date and time of the make-up labs will be at instructor's discretion

*Exceptions to the Departmental Lab Policy will be made on an individual basis as a result of a decision involving the department head, instructor, student, and/or the Divisional Dean*

# Departmental Academic Honesty Policy for Cheating and Plagiarism

Cheating and Plagiarism will not be tolerated in any Computer Technology course. If cheating and/or plagiarism are found, the following grading penalty will be assessed:

- First Offense – A grade of zero (0) will be assessed for the assignment or test on which the offense
- Second Offense – At a minimum, the student will receive a grade of zero (0) for that portion of the course in which the additional offense

# Incompletes:

An INCOMPLETE ("I") will only be approved if ALL of the following conditions exist:

- The student must have no more than 4 weeks (14-week term) or 2 weeks (7-week/10-week term) remaining to complete the course.
- The student must have a validated, documented reason why he/she cannot complete the course by the prescribed end date (illness, work situation, death, ).
- The student must be up to date with all work up to the point of the request for an Incomplete (no untaken tests or un-submitted labs, homework, etc.), and the student must have a passing grade average (C or higher) for all work

# Plan of Instruction

## Course Schedule (Plan of Instruction)

Please refer to Syllabus Addendum in Blackboard to review the Tentative Course Schedule. Your instructor will provide a detailed, week-by-week plan of instruction along with method of delivery, testing, and assignment submission.

## Test Policy

### Test Policy for CPT 170

Note: Greenville Technical College is not responsible for and does not provide technical support for home computers. Students are responsible for contacting Cengage Customer Support for assistance or must use the computer lab in the ET building 103, 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 within 7 days of the missed test with instructor approval. One missed Individual Research Project portion may be substituted in place of the one missed test make-up policy within 7 days of the missed Individual Research Project portion with instructor approval. 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. Once you have completed the makeup test (or Individual Research Project portion), 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 in the designated classroom at the time and location found in the Blackboard class announcement "Test Passwords and Other Information" with no exemptions or exceptions.
- *If you will be unable to take the final exam on campus, you must complete and submit a request for a proctored exam at a location near you. Below is the link to the form for you to complete and submit for processing and approval:*

[https://www.gvltec.edu/student\\_resources/testing/proctored-testing.html](https://www.gvltec.edu/student_resources/testing/proctored-testing.html)

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.

# Submission and Grading of Assignments

- 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”.

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.

## Institutional Policies

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### Course Evaluations

Student input is necessary for improving instruction at GTC and is requested primarily through course evaluations. Students will be notified when evaluations are available. The College welcomes your feedback and strongly encourages each student to complete the evaluation.

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

### 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 [GTC Tech Support](https://www.gvltec.edu/about_greenvilletech/tech_support).  
([https://www.gvltec.edu/about\\_greenvilletech/tech\\_support](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](https://www.gvltec.edu/student_resources/computer_labs/) ([https://www.gvltec.edu/student\\_resources/computer\\_labs/](https://www.gvltec.edu/student_resources/computer_labs/)) are available at multiple campus locations and offer various hours as well as staff who are available for assistance. Refer to the [Computing Facilities Use Policy](https://catalog.gvltec.edu/student-handbook/campus-safety-) (<https://catalog.gvltec.edu/student-handbook/campus-safety->

[security/](#)) in the student handbook.

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

Students enrolled in any course, regardless of delivery method (face-to-face, online, blended), may incur additional expenses such as equipment (microphone and/or web cam) and test proctoring.

## Inclusive Access

Some courses taught at Greenville Technical College are part of the **Inclusive Access (IA)** program, which is designed to reduce the cost of course materials for students. You will be able to access the digital content for these courses through **Blackboard** on the *first day* of class automatically.

If your course is part of **IA** you will receive a welcome email from Greenville Technical College Bookstore titled **Welcome to Inclusive Access at GTC!** so watch your campus inbox. This email will provide content details, content cost, and additional instructions if needed. You can find similar details about your IA course inside Blackboard and on the GTC Bookstore website here: <https://bookstore.gvltec.edu/inclusiveaccess>

Your student account will be charged for the cost of the digital course materials after the add/drop period. You will receive an email two to three business days prior to billing to inform you of the pending charges to your student account.

If you have any questions, please contact the bookstore at [IAHelp@gvltec.edu](mailto:IAHelp@gvltec.edu)

## Verification of Students in Online Courses

Greenville Technical College is committed to student learning and the academic integrity of all courses. All GTC fully 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. Instructors teaching face-to-face and/or blended courses may also elect to use proctoring. 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.

*Students who refuse to be proctored for any proctored assignment and/or test in a fully online course will receive a grade of "F" for that course.*

# Virtual Proctoring Options and Respondus LockDown Browser

Greenville Technical College (GTC) requires virtual proctoring for testing in fully online courses. Virtual proctoring is also used in some blended and face-to-face courses. Respondus LockDown Browser (RLDB) and Monitor is the remote/virtual proctoring service used by GTC. RLDB with Monitor may record your webcam, your screen, or other actions during the exam session and share that information with your instructor. RLDB with Monitor will record your identity via webcam and, depending upon the exam settings controlled by individual instructors, monitor your exam attempt in various ways. A multitude of privacy provisions have been established to ensure student privacy and FERPA compliance. There are no fees associated with virtual proctoring.

## *Can a student test in person instead of using virtual proctoring?*

Alternative testing methods may be available if students want to opt out of virtual proctoring. For courses requiring test proctoring, where you live is a determining factor in whether you will be required to test at the Barton Campus or at a local, college-approved proctor location.

- If you live within 50 miles of the Barton Campus and are enrolled in a course that requires proctored testing, you are required to take your test at GTC's Testing Center.
- If you live 50 miles or more from the Greenville Technical College (GTC) Barton Campus (main campus) and are enrolled in a class that requires proctored testing, you have the option to obtain a test proctor (exam supervisor) and proctoring site to oversee your testing in lieu of on-campus testing. You are responsible for all proctoring service fees if you choose to test at an alternate, approved testing site.

Note: Both instructor and Testing Center approval are required at the start of the semester/term if a student elects to test at ANY testing center including the GTC Testing Center. Early notification assists with a smoother process in securing the proctoring services.

To opt out of using virtual proctoring, students must utilize the following steps:

1. Students must notify their instructor and GTC's testing center at least two (2) weeks prior to a scheduled test or quiz.
2. Students must complete and submit the [Non-Local Proctoring Agreement Form](#). Keep in mind that the approval process may take 3 – 5 business days.
3. Students may take a test at GTC's testing center at the Barton Campus at no cost, or
4. Students may select a college/university as the alternative testing site, and that site will be vetted for approval by GTC. To find an established location within the United States for proctoring, please use the [National College Testing Association \(NCTA\)](#) site search. \*These sites may have adjusted hours of operation; please contact before submitting request form. Students may also use Google to search for a nearby college or university.
5. Once the site is approved for testing, students will make an appointment with their approved site to take the exam.

6. Prices for proctoring services vary greatly by proctoring center. The student is responsible for all fees if they choose to test at an alternate, approved testing site.

## 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/GTC Emergency Messaging).

In the event of inclement weather, refer to the [College's website](https://www.gyltec.edu/about_greenvilletech/administration_governance/admin_policies/inclement-weather.html) ([https://www.gyltec.edu/about\\_greenvilletech/administration\\_governance/admin\\_policies/inclement-weather.html](https://www.gyltec.edu/about_greenvilletech/administration_governance/admin_policies/inclement-weather.html)) for up-to-date information.

## Attendance and Administrative Withdrawals

Attendance will be taken for each class period for face-to-face meeting times. For online courses, attendance will be recorded based on activity (completion of scheduled weekly assignments and/or student participation in learning activities) from Monday through Sunday at midnight. Students who do not participate as required will be considered absent.

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

- **NIC (Never in Class)** 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.
- **14-Day Rule:** At any time during the semester and regardless of a student's use of financial aid benefits, the college will withdraw a student who is not in attendance for 14 consecutive calendar days including weekends, holidays, college breaks, and cancelled class sessions.
  - ***Prior to the course withdrawal date***, the college policy is to assign a grade of W (Withdrawal). The student will earn no credits or grade points, and the W will not affect GPA. For students receiving financial aid, the course will count as an attempt and may affect future aid.
  - ***After the course withdrawal date***, the college will assign a grade of WF for the course which will negatively affect GPA calculation. The student will be responsible for course payment and will not be eligible for a refund. The college will notify the student of the administrative withdrawal via official college email address. For students receiving financial aid, the course will be recorded as an attempt and may affect future financial aid awards.

Students may request a reinstatement. Reinstatements must be approved by the course instructor. There is a \$75 reinstatement fee.

## Dropping, Adding, and Withdrawing from Courses

Students may drop courses during the add/drop period for each courses; student may add courses during the same period only before the class actually meets. Courses dropped during this period will not appear on the transcript. Students who withdraw from a course prior to the withdrawal deadline will

earn a grade of W for that course, and the W will be reflected on the transcript. Refer to the college refund policy for information concerning refunds.

Students should not assume that they will be administratively withdrawn if they stop attending classes. **It is the student's responsibility to complete the process to withdraw from a course or courses prior to the published withdrawal deadline.** Students may withdraw from any or all courses either [electronically \(https://www.gyltec.edu/admissions\\_aid/student\\_forms/AddDropWithdrawal-Form.pdf\)](https://www.gyltec.edu/admissions_aid/student_forms/AddDropWithdrawal-Form.pdf) or through the Office of Student Records. Some students such as transient and career development students must complete the withdrawal process through the Office of Student Records. Any hold on a student's account (due to fines owed or similar obligations to the college) will prevent a student from withdrawing electronically.

The dates for add, drop, and withdrawal are tied to the particular session code and class section number as well as the start and end dates for each course. For example, a student who withdraws from a first session course and adds a second session course will incur tuition charges for both courses even if they are the same course.

**NOTE:** Students are responsible for meeting the posted course withdrawal deadlines.

For additional information on dropping, adding, or withdrawing from a course, visit the [College website \(https://www.gyltec.edu/student\\_resources/student\\_records/add-drop.html\)](https://www.gyltec.edu/student_resources/student_records/add-drop.html).

## Pass/Non Pass Grade Option

This course is eligible for the [Pass/Non-Pass Course Grade Option](#). A student must request this option no later than the last day of the course prior to the final exam. The last day of class for the term of the course, prior to the exam period. The last day of classes for the given term is published on the [GTC calendar \(https://go.activecalendar.com/gyltec/?&q=y&search=y\)](https://go.activecalendar.com/gyltec/?&q=y&search=y). 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.

## Incomplete Policy

An ***Incomplete*** is defined as academic work for which unforeseeable, emergency and justifiable reasons, has not been finished at the end of the term. Emergencies and justifiable reasons do *not* include: an opportunity to raise the grade earned; a student not taking the final exam without notification to the instructor as to why; or, using the incomplete as a means to retake a portion of the course due to a non-passing grade.

### Guidelines:

1. Student must have completed a vast majority of the work required for the course. Usually, the vast majority of work means at least 75% of the assignments required for grading must have been completed.
2. Student must be passing the course with a grade of C or better.
3. No incompletes will be given prior to the last day to withdraw.

4. Student must request an incomplete in writing prior to an instructor's submission of the final grade.
5. Students receiving an incomplete cannot enroll in a class for which the course receiving an "I" is required as a prerequisite until the "I" has been replaced by an applicable letter grade.
6. The incomplete may be made up no later than 90 days after the end of the term in which it was assigned, at which time, the instructor's grade shall be entered on the student's academic record.
7. The annotation on the student's transcript shall indicate the change from "I" to the grade earned.
8. A student may petition for an extension of 90 days due to unusual circumstances. Such a petition will be reviewed by the instructor whose decision shall be forwarded to the Department Head for approval.
9. The "I" will be changed to an F if all work is not completed satisfactorily by the assigned deadline.

## Academic Coaching & Tutoring

Coaching and tutoring is available for students who need additional assistance. If you need help in your course, visit the [Academic Coaching & Tutoring website](#) for additional information. Free online tutoring is also available to enrolled students through [Brainfuse](#).

## Students with Disabilities

Students with disabilities, including those who were served in Special Education (resource or tutorial), should contact [Student Disability Services \(http://gvltec.edu/disability-services\)](http://gvltec.edu/disability-services) (SDS) to discuss their need for services and accommodations. This process must be completed 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 \(mailto:DisabilityServices@gvltec.edu\)](mailto:DisabilityServices@gvltec.edu). Appointments are available at all satellite campus locations.

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 via [email \(mailto:DisabilityServices@gvltec.edu\)](mailto:DisabilityServices@gvltec.edu).

Students who need a PDF reader to access course documents presented in PDF formats may download [Adobe Reader \(https://get.adobe.com/reader\)](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 \(https://www.softchalkcloud.com/lesson/serve/XVETeqkBpJlWdZ/html\)](https://www.softchalkcloud.com/lesson/serve/XVETeqkBpJlWdZ/html) located in Student Resources in the course menu.

# 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.

## Legal name versus Preferred Name Use in Blackboard

A person's legal name is the name that appears on official government documents such as a birth certificate, passport, or driver's license. A preferred name is a name that a student chooses to be known by in the classroom that is different from their legal name. This might be for various reasons, including gender identity, cultural reasons, or personal preferences.

Blackboard will automatically display a student's legal name as listed in the Student Information System (SIS). However, students may choose to change their first and middle names to a preferred name in Blackboard if it does not disrupt the learning environment. Lewd, indecent, or discriminatory names may not be used. Such names will be replaced with the student's legal name. For identity verification purposes, student may not change their last name.

If a student chooses to use a preferred name, it will appear in all areas of Blackboard except for the grade center. The legal name will appear in the grade center which aligns with the legal name in the SIS. For directions on how to enter a preferred name, click on this [link](https://softchalkcloud.com/lesson/serve/ZUlnLTGDuKo8yN/html) (<https://softchalkcloud.com/lesson/serve/ZUlnLTGDuKo8yN/html>).

## Title IX Policy

Greenville Technical College provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status.

Greenville Technical College does not discriminate against any student on the basis of pregnancy or related conditions and will comply fully with Title IX regulations.

Absences due to medical conditions relating to pregnancy and maternity leave will be excused for as long as deemed medically necessary by a student's doctor, and the student will be given the opportunity to makeup missed work. Documentation from the student's doctor is required. Students needing assistance may seek accommodations from the Title IX Coordinator or Student Disability Services. Please contact the Title IX Coordinator via [email \(mailto:TitleIX@gvltec.edu\)](mailto:TitleIX@gvltec.edu) or Student Disability Services via [email \(mailto:DisabilityServices@gvltec.edu\)](mailto:DisabilityServices@gvltec.edu) for additional information.

## Non-Discrimination Policy

Greenville Technical College provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status.

The college complies with the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 and the Higher Education Amendments of 1986; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the South Carolina Human Affairs Law of 1972; and with the Americans with Disabilities Act (ADA) of 1990 as well as the ADA Amendments of 2008 (ADAA).

For additional information on nondiscrimination policies, students should contact Student Disability Services, which coordinates Title II of the ADA/ADAA, Section 504 at 864-250-8202; Title IX Coordinator at 864-250-8144.

## Assistance with Food and Housing

The faculty and staff of GTC, along with our fantastic GTC Foundation, are invested in removing barriers to your success at GTC throughout your academic career. The **STAR (Student Assistance and Resources) Center** can help if you are struggling with basic needs insecurity, such as food and toiletries, at our on-campus food pantries. We can also help connect students to resources in the community that can assist with rent and other types of assistance.

You can visit our webpage

at: [https://www.gvltec.edu/student\\_resources/student\\_support/transitions/index.html](https://www.gvltec.edu/student_resources/student_support/transitions/index.html) to learn more.

We are located in Building 104 (UT) in Room 137A, or by calling 864-250-8003. You can also reach us at [star@gvltec.edu](mailto:star@gvltec.edu).

## Schedule

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### Course Schedule (Plan of Instruction)

Please refer to Syllabus Addendum in Blackboard to review the Tentative Course Schedule. Your instructor will provide a detailed, week-by-week plan of instruction via addendum along with method of delivery, testing, and assignment submission.

| Date | Topic | Tasks |
|------|-------|-------|
|------|-------|-------|

| Date   | Topic                                                                                                                                                                                             | Tasks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        | Syllabus Acknowledgment, Policies/Position Statement, Course Treasure Hunt Quiz, Contact Info Assign., Post Introduction-Discussion Board (no grade), Log into Cengage/MindTap Account (no grade) | <p><b>Read</b> all announcements posted on Blackboard.</p> <p><b>Read</b> g-mail messages sent to you by your instructor.</p> <p><b>Complete and Submit</b> – details found in</p> <p>Blackboard Welcome Announcement – Welcome to CPT 170! First Week</p> <p>Assignments and Instructions</p> <ul style="list-style-type: none"> <li>• Syllabus Acknowledgment, Policies/Position Statement, Course Treasure Hunt Quiz</li> <li>• Contact Information Assignment</li> <li>• Post an Introduction on the Discussion Board in Bbd (no grade)</li> </ul> <p>Log into Cengage/MindTap Account (no grade)</p> |
| Unit 1 | Windows 10 Operating Systems and File/Folder Management                                                                                                                                           | <p><u>Select link Cengage/MindTap Resources:</u> Read each link information-not graded</p> <p><u>Unit 1 - Windows 10 Operating Systems and File/Folder Mgmt.:</u></p> <p>1. Select and Read Windows Module 3: File/Folder Mgmt. link info.</p> <p>Cengage: Windows 10 Training</p> <p>Completion of this assignment multiple times is recommended to increase skill level</p> <p>Blackboard: File Management Assign</p> <p>Create the same folder structure on the documents folder on your computer and save files in the appropriate folder</p>                                                         |
| Unit 2 | Microsoft Word                                                                                                                                                                                    | <p><u>Unit 2 - Microsoft Word</u></p> <p><u>Word Module 1 - Creating Documents with Microsoft Word:</u></p> <p>Word Mod 1 SAM Training</p> <p>Word Mod 1 Textbook Project</p> <p><u>Unit 1 Windows/File Mgmt. Test - Windows and File Mgmt.</u></p> <p>Unit 1 Test – Windows/File Mgmt.</p>                                                                                                                                                                                                                                                                                                               |

| Date   | Topic                       | Tasks                                                                                                                                                                                                                                           |
|--------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Unit 2 | Microsoft Word (Continued)  | <u>Unit 2 - Microsoft Word</u><br><br><u>Word Module 2 - Creating Research Papers:</u><br><br>Word Mod 2 SAM Training<br><br>Word Mod 2 Textbook Project                                                                                        |
| Unit 2 | Microsoft Word (Continued)  | <u>Unit 2 - Microsoft Word</u><br><br><u>Word Module 3 - Creating Business Letters:</u><br><br>Word Mod 3 SAM Training<br><br>Word Mod 3 Textbook Project<br><br><br><i>Begin Individual Research Project - Word</i>                            |
| Unit 3 | Microsoft Excel             | <u>Unit 2 Word Test</u> – Word Mod. 1-3<br><br>Unit 2 Test – Word<br><br><br><u>Unit 3 - Microsoft Excel</u><br><br><u>Excel Module 1 - Creating Worksheets and Charts:</u><br><br>Excel Mod 1 SAM Training<br><br>Excel Mod 1 Textbook Project |
| Unit 3 | Microsoft Excel (Continued) | <u>Unit 3 - Microsoft Excel</u><br><br><u>Excel Module 2 - Formulas, Functions, and Formatting:</u><br><br>Excel Mod 2 SAM Training<br><br>Excel Mod 2 Textbook Project<br><br><br><i>Begin Individual Research Project - Excel</i>             |

| Date   | Topic                        | Tasks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Unit 3 | Microsoft Excel              | <p><u>Unit 3 Excel Test</u> - Excel Mod. 1-2</p> <p>Unit 3 Test – Excel</p> <p><i>Submit Individual Research Project - Word</i></p> <p>Ind. Res Proj. – Word</p>                                                                                                                                                                                                                                                                                                                     |
| Unit 4 | Microsoft Access             | <p><u>Unit 4 – Microsoft Access</u></p> <p><u>Access Module 1 – Database and Database Objects:</u></p> <p>Access Mod 1 SAM Training</p> <p>Access Mod 1 Textbook Project</p> <p>Note: MAC users will not be able to complete the Microsoft Access textbook project assignments using their MAC computers. Microsoft Access will not install on a MAC. MAC computer users must borrow a Windows based computer or use the computer lab in the ET Building (103), Room 113 or 115.</p> |
| Unit 4 | Microsoft Access (Continued) | <p><u>Unit 4 – Microsoft Access</u></p> <p><u>Access Module 2 – Querying a Database:</u></p> <p>Access Mod 2 SAM Training</p> <p>Access Mod 2 Textbook Project</p>                                                                                                                                                                                                                                                                                                                   |
| Unit 4 | Microsoft PowerPoint         | <p><u>Unit 4 (continued) – Microsoft PowerPoint</u></p> <p><u>PowerPoint Module 1 - Creating and Editing Presentations:</u></p> <p>PowerPoint Mod 1 SAM Training</p> <p>PowerPoint Mod 1 Textbook Project</p> <p><i>Submit Individual Research Project – Excel</i></p> <p>Ind. Res Proj. – Excel</p> <p><i>Begin Individual Research Project - PowerPoint</i></p>                                                                                                                    |

| Date       | Topic                            | Tasks                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Unit 4     | Microsoft PowerPoint (Continued) | <p><u>Unit 4 (continued) – Microsoft PowerPoint</u></p> <p><u>PowerPoint Module 2 – Enhancing Presentations with Shapes and SmartArt:</u></p> <p>PowerPoint Mod 2 SAM Training</p> <p>PowerPoint Mod 2 Textbook Project</p>                                                                                                                                                                                                                                                    |
| Unit 4     | Microsoft PowerPoint (Continued) | <p><u>Unit 4 (continued) – Microsoft PowerPoint</u></p> <p><u>PowerPoint Module 3 - WordArt, Charts and Tables:</u></p> <p>PowerPoint Mod 3 SAM Training</p> <p>PowerPoint Mod 3 Textbook Project</p>                                                                                                                                                                                                                                                                          |
| Unit 4     | Microsoft Access and PowerPoint  | <p><u>Unit 4 Test – Access and PowerPoint</u> – Access Mod. 1-2 and PowerPoint Mod. 1- 3</p> <p>Unit 4 Test – Access and PowerPoint</p> <p><i>Submit Individual Research Project – PowerPoint</i></p> <p>Ind. Res. Proj. – PPT</p> <p>Final Exam Preparation</p> <ul style="list-style-type: none"> <li>• Preparation for final with practice training assignments – (no grade) – Found under Course Content “Test Passwords, Practice Training, MOS Cert Practice”</li> </ul> |
| Final Exam | Proctored Final Exam             | <p><b>Final Exam</b></p> <p>Must be taken on scheduled Final Exam date found on Course Calendar and Plan of Instruction.</p>                                                                                                                                                                                                                                                                                                                                                   |