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│        Computer Skills and Applications Department           │
│            Business/Public Service Division                  │
│            GREENVILLE TECHNICAL COLLEGE                      │
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COURSE SYLLABUS

Course Title: Introduction to Computers

Course Number: CPT 101 (OFFICE2007 Version)

Lecture hours per week: 3.0   **Lab/Clinic Hours:**   **Semester credit hours:** 3.0

Prerequisite: Placement into RDG100; placement into MAT 101, MAT155, MAT170, or higher OR successful completion of MAT 032

Catalog Course Description: This course covers basic computer history, theory, and applications, including word processing, spreadsheets, databases, and the operating system. Note: Microsoft Office 2007 is used; keyboarding skills are recommended.

Purpose of the Course:
1. To provide a basic knowledge of microcomputer hardware and its uses.
2. To provide a basic knowledge of computer software application packages, their purposes, and example uses.
3. To provide hands-on experience in the use of representative microcomputer software packages by use of assigned lab exercises and problems.

Required text(s):
1. CPT 101 Greenville Technical College a custom version of <u>Go! with Microsoft Office 2007 Introductory; Third Edition</u>; Gaskin, Ferrett, Vargas, and McLellan with myitlab for Go! with Office 2007 Access Code; ISBN: 055825831X

2. NOTE: <u>Students in traditional classes</u> must access Blackboard for course-related information. <u>Students in hybrid and online classes</u> will access their online content through Blackboard.


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│          COLLEGE-WIDE STUDENT LEARNING OUTCOMES              │
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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 101 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.

The outcomes of CPT 101 are intended to meet College-wide Outcome number 2 above.

Revised May 2009

CPT 101 – 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: INTRODUCTIONS TO WINDOWS, INTERNET EXPLORER, AND BASIC CONCEPTS

General Course Introduction and Syllabus Review

Chapter 1 – Getting Started with Windows XP
PROJECT 1 Objectives and Activities: *Start Windows XP and Work with Windows, Folders, and Files*

Resize, Move, Scroll, Maximize, Restore, Minimize, and Close a Window; Create a Folder; Copy Files and Folders; Move, Rename, and Delete Files

Chapter 3 – Getting Started with Internet Explorer 7.0
PROJECT 3A Objectives and Activities: *Use Internet Explorer 7.0 to Navigate and Search the Internet, Create and Manage Your Favorite Internet Sites, and Save and Print Web Pages*
Toolbar Commands; Access Web Sites using the Address Bar; Internet Explorer History; Manage Favorite Web Sites; Search Engines and Searching the Internet; Web Pages and Graphics

Chapter 4 – Basic Computer Concepts
Objectives: Four Basic Computing Functions; Different Types of Computers; Hardware Devices and Their Uses; Types of Software and Their Uses; Networks and Network Terms; Safe Computing Practices

EXAM 1 – Unit I: Introductions to Windows, Internet Explorer, and Basic Concepts (12.5 percent of the final grade)

UNIT II: WORD PROCESSING CONCEPTS using Microsoft Word 2007

Chapter 5 – Creating Documents with Microsoft Word 2007
PROJECT 5A Objectives and Activities: *Create, Edit, Save, and Print a Document*
Parts of the Word Window; New Documents and Folders; Insert, Select, Delete and Format Text; Headers and Footers; Printing
PROJECT 5B Objectives and Activities: *Navigating the Word Window*
Open/Close a Document; Insert Existing Text into a New Document; Navigate a Document; Insert Graphics and Clip Art; Use Spelling and Grammar Checkers; Preview/Print Documents; Use Microsoft Help System

Chapter 6 – Formatting and Organizing Text
PROJECT 6A Objectives and Activities: *Formatting Text and Using Lists*
Change Documents and Paragraph Layouts; Set Margins; Align Text; Change Line Spacing; Use Format Painter;   Change/Reorganize Text; Find/Replace Text; Cut, Copy, Paste, and Move Text; Undo/Redo Changes; Spaces and Hyphens; Create and Modify Bulleted Lists; Use AutoFormat to Create a Numbered List; Format Lists; Customize Bullets
PROJECT 6B Objectives and Activities: *Creating a Research Paper*
Insert and Format Headers and Footers; Insert and Format Page Numbers; Insert Current Date and Time; Insert Frequently Used Text; Record AutoCorrect Entries; Insert Symbols; Insert Footnotes; Modify a Footnote Style; Add Citations; Create a Reference Page; Manage Document Properties

Chapter 7 – Using Graphics and Tables
PROJECT 7A Objectives and Activities: *Inserting and Modifying Graphics and Setting Tab Stops*
Insert and Format Graphics; Format Text Using WordArt; Insert Pictures from Files; Resize Graphics; Wrap Text Around Graphics; Move Graphics; Apply Picture Styles; Add a Page Border; Set Tab Stops and Use Click and Type; Format, Remove, Move, and Use Tab Stops to Enter Text; Insert, Move, Resize, and Format a Text Box; Insert a Predefined Shape
PROJECT 7B Objectives and Activities: *Creating and Formatting a Table*

Create/Enter Text into a Table; Add a Row/Column to a Table; Change the Width of a Table Column; Convert Text to Tables; Format Text in Cells; Shade Cells; Change the Table Border; Center a Table; Merge Cells; Apply a Predefined Format to a Table

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

UNIT III: SPREADSHEET CONCEPTS using Microsoft Excel 2007

Chapter 9 – Creating a Worksheet and Charting Data

PROJECT 9A Objectives and Activities: *Creating a Worksheet and Charting Data*
Create, Save, and Navigate a Workbook/Worksheet; Close/Reopen a Workbook; Enter and Edit Text/Numbers; Use Auto Fill, Spell Check, and Undo; Align Text; Adjust the Size of Columns and Rows; Insert/Delete Rows and Columns; Use Sum Function; Edit Numbers in Cells; Use Fill Handle to Copy a Formula; Format Data/Cells/Worksheets; Format Numbers/Text; Use Column AutoFit and Format Painter; Merge and Center Chart Data; Change Views; Create a Footer; Use Print Preview; Delete Unused Sheets in a Workbook; Hide Formulas

PROJECT 9B Objectives and Activities: *Perform Calculations and Make Comparisons by Using a Pie Chart*
Design a Worksheet; Set Column Widths and Create Row and Column titles; Enter Data by Range; Construct Formulas; Use Arithmetic Operations; Copy Formulas Containing Absolute Cell References; Format Percentages; Wrap Text in a Cell; Move Formulas by Inserting Rows in a Worksheet; Create a Pie Chart and a Chart Sheet; Use Excel Help System

Chapter 10 – Managing Workbooks and Analyzing Data

PROJECT 10A Objectives and Activities: *Creating a Summary Sheet from Multiple Worksheets*
Create/Save a Workbook from an Existing Workbook; Navigate and Rename Worksheets; Change Tab Color; Enter/Format Dates; Clear Cell Contents/Formats; Copy, Paste, and Move Cell Contents; Edit/Format Multiple Worksheets at the Same Time; Enter Data, Construct Formulas, and Wrap Text in Multiple Worksheets at the Same Time; Create a Summary Sheet; Construct Formulas that Refer to Cells in Another Worksheet; Format and Print Multiple Worksheets in a Workbook; Move/Format Worksheets in a Workbook

PROJECT 10B Objectives and Activities: *Make Projections Using What-If Analysis*
Design a worksheet for What-If Analysis; Use Parentheses in a formula; Formatting while typing; Calculate a value after an increase; Perform What-If Analysis using Paste Special; Compare Data with a Line Chart

EXAM 3 – Unit III: Spreadsheet Concepts Using Excel (12.5 percent of the final grade)
UNIT IV: PRESENTATION GRAPHICS concepts using PowerPoint 2007

Chapter 15 – Getting Started with Microsoft PowerPoint 2007

PROJECT 15A Objectives and Activities: *Opening, Editing, Saving, and Printing a Presentation*
Parts of the PowerPoint Window; Open a Presentation and View a Slide Show; Create Folders/Save a Presentation; Edit a Slide's Text; Insert New Slide; Increase/Decrease List Levels; Check Spelling and Use Thesaurus; Add Speaker's Notes; Change Font/Font Sizes; Apply Font Styles; Align Text and Change Line Spacing; Modify Slide Layout; Change Presentation Theme; Create Headers and Footers; Preview and Print Presentation

PROJECT 15B Objectives and Activities: *Create and Format a Presentation*

Insert Slides from an Existing Presentation; Use Slide Sorter View; Select and Delete Slides; Move Slides; Insert Clip Art; Move/Size Images; Apply a Style to a Picture; Access PowerPoint Help

Chapter 16 – Designing a PowerPoint Presentation
PROJECT 16A Objectives and Activities: *Formatting a Presentation*
Format Slide Elements; Select Placeholder Text and Use the Repeat Key; Change a Bulleted List to a Numbered List; Modify the Bulleted List Style; Apply WordArt Styles to Text; Use Format Painter; Insert a Picture Use a Content Layout; Change the Size and Shape of a Picture; Insert and Position a Text Box; Insert, Size, and Position Shapes; Add Text to Shapes; Apply Shape and Picture Styles; Duplicate and Align Objects; and Apply Slide Transitions to a Presentation

Chapter 17 – Enhancing a Presentation with Animation, Tables, and Charts
PROJECT 17A Objectives and Activities: *Customize a Presentation*
Customize Slide Backgrounds and Themes; Hide Background Graphics; Format a Slide Background with a Picture; Apply a Background Fill Color and Reset a Slide Background; Modify Font Themes; Animate a Slide Show; Apply Entrance Effects; Set Effect and Time Options; Apply Animation to a SmartArt Graphic

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

LAST WEEK OF CLASS: REVIEW FOR FINAL EXAM

<u>**FINAL EXAMINATION**</u>**: Comprehensive exam will include objective and performance on all three 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 2007 Suite. When purchasing your software, be careful to make sure that it contains the three products used in this course: Word, Excel, 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 101 – COURSE SPECIFIC REQUIREMENTS AND MATERIALS

1. A USB portable storage device such as a flash drive will be needed for coursework storage.

2. Headphones are recommended for quiet listening to Myitlab audiovisual and training support.

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

Information on Tests and Exams

All tests and exams will be completed online, and students are required to have an access code. Access codes are obtained by purchasing the *myitlab for Go With Office 2007* access code which is included with the textbook when purchased at the GTC bookstore. Should a student have a used book, the myitlab access code can be purchased as a stand-alone product through the GTC bookstore or online from the publisher.

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

Policy for the Submission and Grading of Assignments for CPT 101

- *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 101

- Four (4) exams and a comprehensive final exam will be given.
- Exam dates will be announced in class and posted on Blackboard or in WebCT (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 101

- **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 WebCT. Online activities will include lecture, assignments, discussions, e-mail, and assessments.

CPT 101 – EVALUATION AND GRADING INFORMATION

GRADING POLICY

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

Grades for this course will be calculated as follows:

Fifty (50) percent of the final grade will be based on the average of the four equally-weighted exams.
Twenty (20) percent of the final grade will be based on the grade of the comprehensive final exam.
Fifteen (15) percent of the final grade will be based on the completion of a hands-on individual project assignment.
Fifteen (15) percent of the final grade will be based on the completion of assigned myitlab grader projects.

Final letter grades will be issued as follows:

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

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 above information is specific to the course. Three additional documents are provided as attachments and *are considered a part of this syllabus*:

Attachment I:

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:

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."
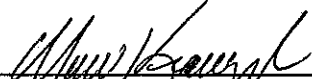
Attachment 3:

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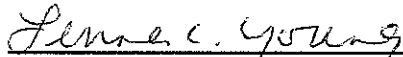
Approved by: _Mary Locke_

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Approved by: _Lenna C. Young_

Lenna C. Young, Dean, Business/Public Service

16 Aug 10

Lenna.Young@gvltec.edu, (864) 250-8204, Barton Campus, Building 103, Room 104

Date

This syllabus will remain in effect until revised or reviewed no later than August 2011.