ADMINISTRATIVE OFFICE TECHNOLOGY DEPARTMENT
Business/Public Service Division
GREENVILLE TECHNICAL COLLEGE
Greenville, South Carolina

COURSE SYLLABUS

Academic Year: 2009-10 (Revised Summer 2010)

Course Number: CPT 101 (OFFICE 2007 Version)

Course Title: Introduction to Computers

Lecture hours per week: 3.0   **Semester credit hours:** 3.0

Prerequisite: Placement into RDG 100; placement into MAT 101, MAT 155, MAT 170, 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. Notes: Microsoft Office 2007 is used; keyboarding skills are recommended
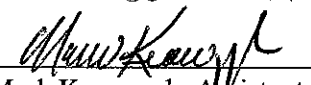
Purpose of the Course:
1) To provide a basic knowledge of microcomputer hardware and its uses.
2) To provide a basic knowledge of computer software application packages, their purposes, and example uses.
3) To provide hands-on experience in the use of representative microcomputer software packages by use of assigned lab exercises and problems.
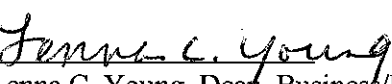
Required text(s) and other materials:
1. CPT 101 Greenville Technical College a custom version of <u>Go! with Microsoft Office 2007 Introductory; Third Edition</u>; Gaskin, Ferrett, Vargas, and McLellan with myitlab for Go! with Office 2007 Access Code; ISBN: 055825831X
2. A USB portable storage device such as a flash drive will be needed for coursework storage.
3. <u>All</u> students must access Campus*Cruiser* regarding final course grades/transcripts, information postings, financial records, etc. <u>Students in traditional classes</u> must access Campus*Cruiser* for postings regarding assignments, grades, and e-mail. <u>Students in online classes</u> must access WebCT for specific course information regarding assignments and due dates, test dates, and e-mail correspondence; online courses <u>require</u> weekly participation.
4. <u>Headphones are recommended for quiet listening to myitlab audiovisual and training support.</u>
5. <u>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.</u>

Approval Date: May 17, 2010

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COLLEGE-WIDE GENERAL EDUCATION OUTCOMES

1. Communication – Students will demonstrate the ability to use active reading and listening skills and to produce effective written and oral communication for varying audiences.

2. Information Technology and Technological Literacy – Students will demonstrate competency in using computer technology within a field of study.

3. Critical Thinking/Reasoning – Students will demonstrate the ability to apply the scientific method, mathematical processes, and research skills to analyze and solve problems/issues by using reflection and reasoning to justify conclusions.

4. Professional and Personal Responsibility – Students will demonstrate the ability to exhibit conduct, attitudes, and etiquette appropriate to the student's community and chosen career. Students will demonstrate the ability to manage time, to use effective interpersonal skills, and to display responsible behavior.

5. Diversity – Students will demonstrate the ability to recognize diversity and to demonstrate respectful conduct and attitudes toward all. Students will demonstrate the ability to explain how global issues impact life, work, and opportunities.

Approved March 26, 2009

CPT 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

The following information is only a portion of the College's policies and procedures for which each student is responsible. For the most current information, please direct your attention to www.gvltec.edu for the most current *College Catalog and Student Handbook* information. The information is listed under *Current Student* and then under *Student Resources*.

BUSINESS/PUBLIC SERVICE DIVISION ATTENDANCE

Class attendance is necessary in order to receive maximum benefits from the educational program and achieve academic performance. It is the student's responsibility to attend class and to participate online by submitting work, e-mail, bulletin board postings, and turning in assignments, all in a timely manner. A student may be administratively withdrawn if more than 10 percent of the class hours, contact hours, or online participation is missed. The student is required to notify the instructor regarding reasons for absences prior to reaching the 10 percent limit. Faculty will make a reasonable attempt to notify students of the intent to withdraw administratively. Benefits and financial aid may be affected by a student's excessive absences. Students who are not administratively withdrawn may receive a final grade which will be noted with Student Records as "failed due to lack of attendance" which may also affect financial aid and other benefits.

Attendance in an online or hybrid course means having continuous communication with the instructor at a minimum of once per week of instruction. Online attendance and participation will be recorded on Sunday for the week preceding, and a student will be considered absent if no participation has been noted for that time. Access to an online or hybrid course does not count as "present." Attendance in hybrid courses includes both in class attendance and online participation.

WITHDRAWAL FROM CLASSES

If a student finds it necessary to withdraw from one or more classes, the student is responsible for completing the required paperwork for the withdrawal. The student must complete the required student update form and process it at the Office of Student Records located at the McAlister Square facility. Requests for withdrawal cannot be processed by an instructor or staff member. Failure for the student to process the paperwork will require a grade assignment at the end of the semester based on the portion of coursework completed.

ACADEMIC MISCONDUCT

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. Any student involved in any of these activities will, at a minimum, receive a grade of zero ("0") for that portion of the course and may, at the instructor's discretion, receive an "F" in the course.

1. **CHEATING** on tests is defined to include the following:
   a) Copying from another student's test paper, answer sheet, or assignment.
   b) Using materials or equipment during an assignment not authorized by the person giving it.
   c) Collaborating with any other person during as assignment without permission.
   d) Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test or assignment prior to its administration.
   e) Bribing or coercing any other person to obtain tests, assignments, or information about them.
   f) Substituting for another student, or permitting any other person to substitute for oneself.
   g) Cooperating or aiding in any of the above.
2. **PLAGIARISM** is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
3. **Collusion** means knowingly assistant another person in an act of academic dishonesty.
4. **Fabrication** is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citation to the courses of information.

Falsification of information, and other unlawful acts, with intent to deceive is defined as:

1. Forgery, alternation, or misuse of college documents, records, or identification cards.
2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.

CLASSROOM CONDUCT

It must be assumed by all students that classroom conduct and manners are founded in courtesy and respect for others. Discussion and expression of all views relevant to the subject matter are recognized as necessary to the education process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn. The instructor sets the standards of acceptable behavior for their classroom and their online bulletin board participation. Unacceptable behavior will not be tolerated and could result in dismissal from the class as outlined in the *College Catalog/Student Handbook*.

POLICY FOR USE OF CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

The use of cell phones, pagers, and other personal electronic devices is allowed on all Greenville Technical College campuses; however, users of these devices must be attentive to the needs, sensibilities, and rights of other members of the College community.

To avoid any unnecessary disruption of College functions, these devices must be turned off and placed out of sight in all academic settings including classrooms, laboratories, clinical/externship settings, study spaces, and computer labs. These devices should not be used near classroom doors or hallways while classes are in session. Students participating in off-campus course related activities must follow the electronic devices' policies of the agency or organization where they are visiting or working.

If an extenuating circumstance exists so that an electronic device is required, the student must seek the instructor's permission in advance of class to use the device, and the device must be set to silent / vibrate mode. The student is responsible for materials missed during his or her absence while using the device.

Beyond the basic College policy stated herein, departments or faculty members, at their discretion, may formulate more restrictive policies related to personal electronic devices. This provision is intended to provide and maintain a classroom environment that is conducive to learning and respectful of others. Any additional policies must be stated in the course syllabi and may include penalties for student violation.

Disruption of class by any electronic device may result in an instructor's dismissal of the student for the remainder of the class period. Other specified procedures for disruptive classroom behavior may apply as well. If any personal electronic device is used inappropriately for the purpose of academic dishonesty, the student will be penalized appropriately under the Academic Honesty Policy of Greenville Technical College.

POLICY FOR REPEATING A COURSE

A student may register for a class a maximum of three times including withdrawals. There is an appeal process for extenuating circumstances.

COUNSELING SERVICES

A counselor is available to assist students with personal, academic, or career counseling. Gina Power is the counselor for the Business/Public Service Division. Her office is located on the Barton Campus in Building 122, Room 247. You may reach Ms. Power by phone at 250-8157 or by e-mail at gina.power@gvltec.edu.

| BUSINESS/PUBLIC SERVICE DIVISION |
| POLICIES AND PROCEDURES |

STUDENT WITH DISABILITIES

All students who have a disability and need accommodations should visit, call, or e-mail the Student Disability Services Office at the beginning of each semester. Students are strongly encouraged to obtain their accommodation forms within the first 2 weeks of class to ensure appropriate services. The office is located at the Barton Campus in the University Transfer Building (#104), Room 137A, and can be reached by phone at 250-8202 or 250-8408 or by e-mail at sharon.bellwood@gvltec.edu. The Disability Service Counselor is available to meet with students on satellite campuses by appointment.

COMPUTER USAGE AND LAB RULES STATEMENT

Computer facilities are provided to support the mission of the College, and student access is provided only for uses associated with a course of study and activities related to that course. Non-college related purposes are prohibited. All who use computing facilities agree to do so in a manner which is ethical, legal, and does not interfere with others.

Students' children are not allowed in computer labs or classrooms, nor are they allowed to be left unattended on campus. Food and drinks are prohibited in computer labs and classrooms. Students must be aware of, and adhere to, the laws related to software copyrights and licensing. Students may not attempt to interfere with the operation of, or attempt to circumvent the security of, any of the College's computing facilities. Students may not use the College's computing facilities to send, receive, or access material that is deemed to be obscene, offensive, or harassing to others. The college reserves the right to determine if a particular source of information may contain such information and to restrict or deny access to such sources at its discretion.

Additional information on computing specifics is outlined in the *College Catalog and Student Handbook*. Departments may also post additional requirements specific to their computer labs for which the student will also be required to adhere.

Fall 2009

	9-Month Employment Period Begins (W)	August 12, 2009
NT	Faculty Work Days (W-F)	August 12-14, 2009
	Fall Classes Begin (M)	August 17, 2009
H	Labor Day Holiday (M)	September 7, 2009
	Classes Begin for 10-Week Session (T)	September 22, 2009
	Students' Last Day to Withdraw from 1st Half (W)	September 23, 2009
	Last Class Day for 1st Half Term (W)	October 7, 2009
	Exams for 1st Half Term (R-F)	October 8-9, 2009
	Classes Begin for 2nd Half Term (M)	October 12, 2009
	Students' Last Day to Withdraw from Full Term (M)	October 26, 2009
	Students' Last Day to Withdraw from 10-Week Session (F)	November 6, 2009
	Students' Last Day to Withdraw from 2nd Half (T)	November 17, 2009
H	Thanksgiving Holidays (W-F)	November 25-27, 2009
	Last Day of Class for Full Term, 2nd Half, and 10-Week (R)	December 3, 2009
NT	Faculty Work Day	December 4, 2009
	Exams (M-R)	December 7-10, 2009
NT	Faculty Work Days (F, M-W)	December 11, 14-16, 2009
H	Christmas Holidays (R-F)	December 17, 2009 – January 1, 2010

Spring 2010

NT	Faculty Work Days (M-F)	January 4-8, 2010
	Spring Classes Begin (M)	January 11, 2010
H	Martin Luther King's Birthday (M)	January 18, 2010
	Classes Begin for 10-Week Session (T)	February 16, 2010
	Students' Last Day to Withdraw from 1st Half (W)	February 17, 2010
	Last Class Day for 1st Half Term (W)	March 3, 2010
	Exams for 1st Half Term (R-F)	March 4-5, 2010
	Classes Begin for 2nd Half Term (M)	March 8, 2010
	Students' Last Day to Withdraw from Full Term (M)	March 22, 2010
H	Spring Break (M-F)	March 29 - April 2, 2010
	Students' Last Day to Withdraw from 10-Week Session (F)	April 9, 2010
	Students' Last Day to Withdraw from 2nd Half (T)	April 20, 2010
	Last Day of Class for Full Term, 2nd Half, and 10-Week (M)	May 3, 2010
	Exams (T-F)	May 4-7, 2010
NT	Faculty Work Days (M-T)	May 10-11, 2010
	Graduation (T)	May 11, 2010
	End of 9-Month Employment Period (T)	May 11, 2010

Summer 2010

	Summer Employment Period Begins (W)	May 12, 2010
NT	Faculty Work Days (W-F)	May 12-14, 2010
	Summer Classes Begin (M)	May 17, 2010
NT	Memorial Day – Student Holiday/Faculty Workday (M)	May 31, 2010
	Students' Last Day to Withdraw from 1st Half (W)	June 9, 2010
	Last Class Day for 1st Half Term (F)	June 18, 2010
	Exams for 1st Half Term (M-T)	June 21-22, 2010
	Classes Begin for 2nd Half Term (W)	June 23, 2010
	Students' Last Day to Withdraw from Full Term (M)	July 12, 2010
H	Independence Day Holidays (M-F)	July 5 – July 9, 2010
	Students' Last Day to Withdraw from 2nd Half (R)	July 22, 2010
	Last Day of Class for Full Term and 2nd Half (M)	August 2, 2010
	Exams (T-R)	August 3-5, 2010
NT	Faculty Work Days (F, M-T)	August 6, 9-10, 2010
	End of Summer Employment Period (T)	August 10, 2010

Departmental Academic Honesty Policy for Cheating and Plagiarism

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

> 1st Offense – A grade of zero (0) will be assessed for the assignment/test on which the incident occurred.
> 2nd Offense – A grade of zero (0) will be assessed for the entire assignment/test portion for the course in which the incident occurred.

Tutoring Assistance for AOT Courses

Tutoring is available in the Business/Public Service Division Student Lab located on the Barton Campus in the Engineering Building (#103), Room 115. The hours for the lab are posted in the lab; no appointment is necessary. There are no fees required for this service; however, there is a small fee for printing.

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.

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.

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

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

CPT 101 – Grading Information and Departmental Grading Scale

GRADING POLICY

Grades for this course will be assessed 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 chapter assignments.
- Fifteen (15) percent of the final grade will be based on the completion of a comprehensive project.

Final letter grades will be issued as follows:
                          A = 90 - 100
                          B = 80 - 89
                          C = 70 - 79
                          D = 60 - 69
                          F = Below 60

CPT 101 – COURSE SPECIFIC INFORMATION

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 Campus*Cruiser* 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.