

**Computer Skills and Applications Department**  
**Business/Public Service Division**  
**GREENVILLE TECHNICAL COLLEGE**

**COURSE SYLLABUS**

**Course Title:** Microcomputer Applications

**Course Number:** CPT 170 (OFFICE 2010 Version)

**READ THIS SYLLABUS CAREFULLY**

You should read this syllabus carefully and ask your instructor about *any* aspects that you do not understand. The syllabus is an agreement between you and your instructor concerning course objectives, course content, grading, and other policies and procedures particular to this course. The following information is specific to the course. Three additional documents are provided as attachments and *are considered a part of this syllabus*:

**Attachment 1 (CPT170 - Section #):**

Each instructor will provide a supplement to this syllabus. The supplement will include: a week-by-week plan of instruction based on the section in which you are enrolled; your instructor's name, office hours and/or office location; and your instructor's contact information and recommended best methods to contact your instructor.

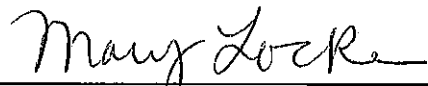
**Attachment 2 (CSA Department Policies):**

The Department responsible for developing and teaching has policies and procedures in place to assure quality instruction for all students. These are attached as "Departmental Policies and Procedures."

**Attachment 3 (College Policies):**

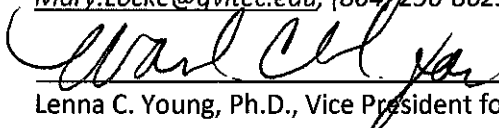
Please note that it is your responsibility to read the current Student Handbook included in Greenville Technical College's Catalog (see website). The Student Handbook addresses specific academic and student conduct policies and procedures. Excerpts from the Student Handbook representing the policies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

**Approved by:**



Mary Locke, Department Head and Assistant Dean, Business/Public Service for Student Services  
[Mary.Locke@qvltec.edu](mailto:Mary.Locke@qvltec.edu), (864) 250-8629, Barton Campus, Building 103, Room 304

**Approved by:**



Lenna C. Young, Ph.D., Vice President for Academic Affairs  
for the Dean of Business/Public Service Division

Dean's Office: (864) 250-8196, Barton Campus, Engineering Technology Building 103/104

**12 Aug 2013**  
Date

*This syllabus will remain in effect until revised or reviewed no later than August 2014.*

**Computer Skills and Applications Department**  
**Business/Public Service Division**  
**GREENVILLE TECHNICAL COLLEGE**

**COURSE SYLLABUS**

**Course Title:** Microcomputer Applications

**Course Number:** CPT 170 (OFFICE 2010 Version)

**Lecture hours per week:** 3.0

**Lab/Clinic Hours:**

**Semester credit hours:** 3.0

**Prerequisite:** Placement Score or successful completion of COL 107; Placement into MAT 101, MAT 155, MAT 170 or higher and placement into RDG 100

**Catalog Course Description:** This course is an introduction to microcomputer application software including word processing, databases, spreadsheets, graphs, and their integration. Presentation graphics are also covered. Note: Microsoft Office 2010 is used; keyboarding skills are recommended.

**Purpose of the Course:**

1. To provide a working overview of microcomputer hardware and its uses.
2. To provide a working knowledge of microcomputer software application packages, their purposes, and uses.
3. To provide hands-on experience through assigned lab exercises and problems.

**Required text(s):**

1. The Pearson Custom Program for CIS - CPT 170 Go! With Microsoft Office, a customized text book with myitlab Office 2010 Access Code - ISBN: 9781269521802; standalone Access code ISBN: 9781269522816
2. NOTE: Students in traditional classes must access Blackboard for course-related information. Students in hybrid and online classes will access their online content through Blackboard.

**COLLEGE-WIDE STUDENT LEARNING OUTCOMES**

1. Communication – Students will demonstrate the ability to use active reading and listening skills and to produce effective written and oral communication for varying audiences.
2. Information Technology and Technological Literacy – Students will demonstrate competency in using computer technology within a field of study.
3. Critical Thinking/Reasoning – Students will demonstrate the ability to apply the scientific method, mathematical processes, and research skills to analyze and solve problems/issues by using reflection and reasoning to justify conclusions.
4. Professional and Personal Responsibility – Students will demonstrate the ability to exhibit conduct, attitudes, and etiquette appropriate to the student's community and chosen career. Students will demonstrate the ability to manage time, to use effective interpersonal skills, and to display responsible behavior.
5. Diversity – Students will demonstrate the ability to recognize diversity and to demonstrate respectful conduct and attitudes toward all. Students will demonstrate the ability to explain how global issues impact life, work, and opportunities.

*Approved March 26, 2009*

## CPT 170 COURSE OUTCOMES

Upon successful completion of this course, students will be able to do the following with 70 percent accuracy:

1. Identify basic computer functions, hardware, and software.
2. Create, modify, and format documents containing text, graphics, textboxes, or tables using word processing software.
3. Create, modify, and format workbooks containing numbers, text, dates, formulas and charts using spreadsheet software.
4. Create, modify, and format presentations containing text and graphics using presentation software.
5. Create, modify, and update databases by adding records, queries, and reporting using database software.

The outcomes of CPT 170 are intended to meet College-wide Outcome number 2 above.

*Revised May 2009*

## CPT 170 – Main Topics

**This planned schedule is applicable to students enrolled in all sections of this course. Your instructor will provide a detailed, week-by-week plan of instruction along with method of delivery, testing, and assignment submission.**

### **UNIT I: WINDOWS 7, INTERNET EXPLORER 8, AND BASIC COMPUTER CONCEPTS**

General Course Introduction and Syllabus Review

#### **Chapter 1 – Getting Started with Windows**

Objectives and Activities: Getting Started with Windows 7; Use the Start Menu and Manage Windows; Resize, move, and Scroll Windows; Create, Move, and Rename Folders, Copy, Move, Rename, and Delete Files; Find Files and Folders

#### **Chapter 2 – Internet Explorer 8**

Objectives and Activities: Start Internet Explorer 8 and Identify Screen Elements; Navigate the Internet; Create and Manage Favorites; Search the Internet; Save and Print Web Pages

#### **Chapter 3 – Basic Computer Concepts**

Objectives and Activities: Define Computer and Identify the Four Basic Computer Functions; Describe Hardware Devices and Their Uses; Identify Types of Software and Their Uses; Describe Networks and Define Network Terms; Identify Safe Computing Practices

**EXAM 1 – Unit I: Windows 7, Internet Explorer 8, and Basic Computer Concepts (12.5 percent of the final grade)**

### **UNIT II: WORD PROCESSING CONCEPTS using Microsoft Word 2010**

#### **Chapter 4 – Using the Common Features of Microsoft Office 2010**

PROJECT 1A Objectives and Activities: *Create, Save, and Print a Microsoft Office 2010 File.*

PROJECT 1B Objectives and Activities: *Use the Ribbon and Dialog Boxes to Perform Common Commands in a Microsoft Office 2010 File.*

#### **Chapter 5 – Creating Documents with Microsoft Word 2010**

PROJECT 1A Objectives and Activities: *Create a flyer with a picture, Edit, Save, and Print a Document*

Parts of the Word Window; Create a New Documents and Insert Text; Insert and Format Graphics; Insert and Modify Text Boxes and Shapes; Preview and Print a Document

PROJECT 1B Objectives and Activities: *Format text, paragraphs, and documents*

Change Document and Paragraph Layout; Create and Modify Lists; Set and Modify Tab Stops; Insert a SmartArt Graphic

### **Chapter 6 – Using Tables and Templates to Create Resumes and Cover Letters**

PROJECT 2A Objectives and Activities: *Create a resume by using a Word table*

Create a Table; Add Text to a Table; Format a Table

PROJECT 2B Objectives and Activities: *Create a cover letter and resume using a template*

Create a New Document from an Existing Document; Change and Reorganize Text; Use the Proofing Options; Create a Document Using a Template

### **Chapter 7 – Create Research Papers**

PROJECT 3A Objectives and Activities: *Create a research paper that includes citations and a bibliography*

Create a Research Paper; Insert Footnotes in a Research Paper; Create Citations and a Bibliography in a Research Paper

### **EXAM 2 – Unit II: Word Processing Concepts Using Word 2010 (12.5 percent of the final grade)**

#### **UNIT III: SPREADSHEET CONCEPTS using Microsoft Excel 2010**

### **Chapter 8 – Creating a Worksheet and Charting Data**

PROJECT 1A Objectives and Activities: *Creating a Worksheet and Charting Data*

Create, Save, and Navigate an Excel Workbook; Enter Data in a Worksheet; Construct and Copy Formulas and Use the SUM Function; Format Cells with Merge & Center and Cell Styles; Chart Data to Create a Column Chart and Insert Sparklines; Print, Display Formulas, and Close Excel

PROJECT 1B Objectives and Activities: *Calculate the Value of an Inventory*

Check Spelling in a Worksheet; Enter Data by Range; Construct Formulas for Mathematical Operations; Edit Values in a Worksheet; Format a Worksheet

### **Chapter 9 – Using Functions, Creating Tables, and Managing Large Workbooks**

PROJECT 2A Objectives and Activities: *Analyze inventory by applying statistical and logical calculations to data and by sorting and filtering data*

Use the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions; Move Data, Resolve Error Messages, and Rotate Text; Use COUNTIF and IF Functions and Apply Conditional Formatting; Use Date & Time Functions and Freeze Panes; Create, Sort, and Filter an Excel Table; Format and Print a Large Worksheet

PROJECT 2B Objectives and Activities: *Creating a Summary Sheet from Multiple Worksheets*

Navigate a Workbook and Rename Worksheets; Enter Dates, Clear Contents, and Clear Formats; Copy and Paste by Using the Paste Options Gallery; Edit and Format Multiple Worksheets at the Same Time; Create a Summary Sheet with Column Sparklines; Format and Print Multiple Worksheets in a Workbook

### **EXAM 3 – Unit III: Spreadsheet Concepts Using Excel (12.5 percent of the final grade)**

#### **UNIT IV: ACCESS DATABASE AND PRESENTATION GRAPHICS concepts using Access/PowerPoint 2010**

### **Chapter 10 – Getting Started with Access Databases**

PROJECT 1A Objectives and Activities: *Creating an Access database*

Identify Good Database Design; Create a Table and Define Fields in a New Blank Database; Assigning the Data Type and Name to Fields; Renaming Fields and Changing Data Types in a Table; Adding a Record to a Table;

Adding Additional Records to a Table; Importing Data from an Excel Workbook into an Existing Access Table; Change Structure of Tables and Add a Second Table; Adjust Column Widths; Printing a Table; Create and Use a Query, Form, and Report; Save and Close a Database

### **Chapter 11 – Getting Started with Microsoft Office PowerPoint**

PROJECT 1A 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; Add Pictures to a Presentation; 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 1B Objectives and Activities: *Create and Format a Presentation*

Insert Slides from an Existing Presentation; Use Slide Sorter View; Select and Delete Slides; Move Slides; Format Slide Elements; Modify Slide Layout; Apply Slide Transitions to a Presentation; and, Display a Presentation in Reading View

### **Chapter 12 – Formatting PowerPoint Presentations**

PROJECT 2A Objectives and Activities: *Formatting a Presentation*

Format Numbered and Bulleted Lists; Modify the Bulleted List Style; Insert Clip Art; Moving and Sizing Images; Change the Shape of a Picture; Insert Text Boxes and Shapes; Add Text to Shapes; Apply Shape and Picture Styles; Duplicate and Align Objects

### **Chapter 13 – Enhancing a Presentation with Animation, Video, Tables, and Charts**

PROJECT 3A 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; Animate a Slide Show; Apply Entrance Effects; Set Effect and Time Options; Insert a Video; Format and Edit a Video;

**EXAM 4 – Unit IV: ACCESS DATABASE and 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 four software applications. (20 percent of the final grade)**

**This course is offered as either an online course or a hybrid course. Hybrid courses contain both required classroom attendance as well as an online component.**

*It is recommended that you purchase the Microsoft Office 2010 Suite. When purchasing your software, be careful to make sure that it contains the four products used in this course: Word, Excel, Access, and PowerPoint.*

**Note: There are homework assignments for each unit. Completion of these assignments WILL require time outside of class in ADDITION to class time.**

#### **CPT 170 – COURSE SPECIFIC REQUIREMENTS AND MATERIALS**

1. A USB portable storage device such as a flash drive will be needed for coursework storage.
2. Headphones are recommended for quiet listening to 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 2010* 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 170

- **All assignments (i.e., labs, projects, etc.) for this course must be completed and submitted electronically to the instructor by the due date established in order to receive credit for the assignment.**
- **Assignments (i.e., labs, projects, etc.) not submitted by the due date will not be accepted for a grade and will have a zero (0) recorded as the earned grade for the assignment grade.**

### Test Policy for CPT 170

- Four (4) exams and a comprehensive final exam will be given.
- Exam dates will be announced in class and posted in Blackboard (online classes).
- The student assumes responsibility for materials and announcements missed when absent.
- **Each student will be granted only one make-up exam for the course. If additional exam(s) are missed, the student will automatically have a zero (0) grade recorded for the missed exam(s). The date and time of the make-up exam will be at the instructor's discretion. If the first missed exam is prior to the last date to withdraw for the course, the exam must be completed prior to the withdrawal date.**
- **Any exam not taken at the scheduled time or in the scheduled location without prior approval by the instructor will be considered a make-up exam.**
- **If deemed necessary, an online student may be required to take exams in a campus computer lab or in a proctored environment.**
- A comprehensive final exam must be taken as scheduled with no exemptions or exceptions.

Exceptions to the above Test Policy will be made on an individual basis as a result of a decision involving the program coordinator/department head, instructor, student, and/or the Assistant Dean.

### Attendance Policy for CPT 170

- **Hybrid Course Attendance:** A hybrid course is a combination of online and classroom activities. You will be expected to **attend all campus class meetings** as well as to adhere to posted online deadlines for testing and assignments. **Classroom attendance** will be taken in class by the instructor. Participation online is also recorded for attendance. Classroom activities include lecture, discussion, collaboration, demonstration, review, and assessment. Online activities will include lecture, assignments, discussions, e-mail, and assessments.
- **Online Course Attendance:** Online course attendance is based on completion of assignments by the due date posted in the calendar in Blackboard. Online activities will include lecture, assignments, discussions, e-mail, and assessments.

- Attendance will be based on the submission of a required graded weekly assignment. Discussion postings, emails, or other forms of communication that are not a graded will not be used to determine attendance for this course.

## CPT 170 – 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 research project assignment.

**Fifteen (15) percent** of the final grade will be based on the completion of assigned myitlab grader and training projects.

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

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 0 - 59

## Business/Public Service Division – Assistant Dean Information

During the semester, if you have any issues that need to be addressed at an administrative level, the Business/Public Service has two assistant deans in addition to the Dean who will be glad to speak with you about your concerns. They are available via email, phone, or in their offices as provided below:

Elizabeth Mann, Assistant Dean, Business/Public Service for Teaching and Learning  
[elizabeth.mann@gvltec.edu](mailto:elizabeth.mann@gvltec.edu), (864) 250-8491, Barton Campus, Criminal Justice Building 121/124

Mary Locke, Assistant Dean, Business/Public Service for Student Services  
[mary.locke@gvltec.edu](mailto:mary.locke@gvltec.edu), (864) 250-8629, Barton Campus, Engineering Technology Building 103/304