

GREENVILLE TECHNICAL COLLEGE

Business and Technology Division Computer Skills and Applications Department Course Syllabus Microcomputer Applications CPT170

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Credit/Contact Hours:

3.0

Prerequisite:

Computer Readiness Exam placement score or successful completion of COL 107 or placement into MAT 101 or higher and placement into ENG 101.

Co-requisite:

None

Course Description:

This course introduces microcomputer application software, including word-processing, databases, spreadsheets, graphs, and their integration. Presentation graphics are also covered. Note: Microsoft Office 2013 is used and must be installed on the student's home computer in order to complete assignments on the student's home computer; keyboarding skills are highly recommended.

Purpose of Course:

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

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Required Texts:

The Go! With Microsoft Office 2013 text book with myitlab Office 2013 Access Code - ISBN: 9781323323533; standalone Access code ISBN: 9781269877084.

NOTE: Students in traditional classes must access Blackboard and mylabsplus for course-related information. Students in hybrid and online classes will access their online content through Blackboard and mylabsplus. Office 2013 or 2016 software may be used for this course.

Additional Materials:

1. A MyLabsPlus Access Code is required and must be purchased by all non-repeat students to gain access to the MyLabsPlus software, which is required for this course. The Access code is valid for two years if the same release of Microsoft Office is utilized in the course.
2. The following Office 2013 software products are also required – Word, Excel, Access, and PowerPoint. The GTC bookstore sales a course package which includes the Pearson Access Code, the GO! With Office 2013 textbook and a 180-day trial copy of Office 2013.
3. If a student elects to purchase a used textbook, the Pearson Access Code must be purchased as a stand-alone product through the GTC bookstore or online from the Pearson web site. **Access Codes for used textbooks cannot be used. Access Codes cannot be purchased from third party software sites such as Amazon, E-Bay, or another retail distributor. You must purchase the Access code from the GTC bookstore or the GTC Pearson web site. If a student elects to use the temporary access code for 2 weeks, when the access code expires then the student is required to purchase a permanent access code immediately in order to avoid losing access to assignments.**
4. The Office 2013 software package may be purchased, licensed, or leased from Microsoft Corporation.
5. A USB portable storage device such as a flash drive is recommended for coursework storage. Google Drive Cloud storage may also be used. Students should not save classwork or homework on classroom computers.
6. Headphones are required for quiet listening to MyLabsPlus audiovisual and training assignments in GTC public labs, classrooms, and the Technical Resource Center.
7. Students in hybrid and online classes will access their online content using GTC computers in the classrooms and labs. Students may use personal computers providing they meet the system requirements and setup of the course. Greenville Technical College is not responsible for and does not provide technical support for home computers. Students are responsible for contacting MyLabsPlus Technical Support for assistance with personal computer setup and technical problems.

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Course Student Learning Outcomes:

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

1. Identify basic computer functions, hardware, and software.
2. Create, modify, and format documents containing text, graphics, textboxes, or tables using word processing software.
3. Create, modify, and format workbooks containing numbers, text, dates, formulas and charts using spreadsheet software.
4. Create, modify, and format presentations containing text and graphics using presentation software.
5. Create, modify, and update databases by adding records, queries, and reporting using database software.
6. Manage files and folders needed to complete assignments. This will include the downloading and uploading of files for assignment completion. Some folders are in compressed formats and must be extracted to format the files in useable formats. Files must be attached, uploaded and submitted to Blackboard and mylabsplus to complete assignments.

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

Program Student Learning Outcomes:

These Program Student Learning outcomes are aligned with the Course Level Student Learning Outcomes.

Greenville Technical College Core Competencies:

Communication Core Competency: Students will demonstrate effective written and oral communication skills to convey information, ideas, or opinions. Students will develop a broad range of communication styles, choosing appropriate, effective ways to communicate to audiences in diverse situations.

- **Written Communication:** Students will demonstrate this competency when they use effective written communication skills to convey information, ideas, opinions, and understanding of computer skills and concepts. Students will write clearly and accurately in a variety of contexts and formats.
- **Oral Communication:** Students will demonstrate effective oral communication skills to convey information, ideas, or opinions. Students will communicate in a respectful tone and manner, listen actively, and communicate effectively with others. Students will listen and ask questions to understand the course content and participate in class discussions to understand other people's viewpoints while recognizing cultural differences in communication. Students will communicate issues in a timely manner to their instructor. Student will demonstrate this competency when they are aware

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of and responsive to verbal and non-verbal communication styles and use effective cross-cultural communication skills.

Critical Thinking Core Competency: Students will demonstrate effective reasoning, problem solving, or quantitative skills to develop an opinion or conclusion.

- **Critical Reasoning:** Students will employ inquiry, analysis, and synthesis of information to formulate and/or evaluate an opinion or conclusion. Students will demonstrate the ability to think critically in order to collect, sort, store and use information to turn data into knowledge.
- **Problem Reasoning:** Students will design and formulate a strategy to answer a question or achieve a desired goal. Students will demonstrate this competency when they recognize the human, interpersonal and technical sides of a problem; think critically and strategically; assess situations and identify problems; explore possible solutions in an innovative and creative way; and evaluate solutions to make decisions.
- **Quantitative Reasoning:** Students will be able to analyze numerical information or observable facts resulting in informed conclusions. Students show this competency when they demonstrate numerical literacy; evaluate the validity and bias of information; and use gathered data to draw conclusions.
- **Information Literacy Core Competency:** Students will be able to locate, evaluate, and use information effectively from diverse sources. Students will demonstrate this competency when they research and interpret relevant information from a range of sources; review, retain and apply ideas; document your sources of information; and use appropriate technology to find and process information.

Professionalism Core Competency: Students will demonstrate conduct and etiquette appropriate to the community and chosen career.

- **Professionalism:** Students will display professional conduct, work habits, abide by and respect the standards of practice recognized in your field. Students will demonstrate personal, professional and academic honesty.
- **Teamwork:** Students will collaborate with others to accomplish a shared goal. Students will demonstrate and show respect for others' rights and diverse ideas.

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 Resource area of Blackboard. Students will accept responsibility for their own actions and exercise self-directed learning behaviors. Students demonstrate these behaviors when they are motivated, persistent, independent, self-disciplined, self-confident, and goal oriented.

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If assignments require the attachment and upload of a file or files prior to submission, then the student is responsible to verify that the submission accurately contains the required file attachments. If the student is unable to successfully attach and upload a file for submission, they must contact their instructor prior to the due date of the assignment. The instructor may require that the student bring the assignment's required files to the Business Open lab in ET115 to request help with the attachment, upload and submission of files for assignments.

Course Grades:

The Blackboard (Bb) Grade Center is the electronic gradebook for **ALL courses**. The Bb Grade Center has a column for each assignment that is used to calculate the student's course average. The course average column is set as the "external grade" to manage the Starfish early alert system and the column is named "**Course Average.**" The **Course Average** is the **first column** in the Bb Grade Center. The **Course Average** column is set up to show a percentage and is calculated as a weighted average. The details of the Course Average Grade calculation are detailed in the **Grading Scale** section. All students will have a grade entered in Blackboard after an assignment due date has passed. If an assignment has not been submitted, a grade of zero will be entered rather than leaving the grade blank regardless of whether the assignment will be accepted and graded at a later date.

Grading Scale:

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

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

Grades for this course will be calculated in Blackboard as follows:

- **Forty (40) percent** of the final grade will be based on the average of the four equally weighted unit tests.
- **Twenty (20) percent** of the final grade will be based on the grade of the comprehensive final exam.
- **Fifteen (15) percent** of the final grade will be based on the completion of a hands-on individual research project assignment.
- **Fifteen (15) percent** of the final grade will be based on the completion of assigned mylabsplus grader projects.
- **Ten (10) percent** of the final grade will be based on the completion of assigned mylabsplus training and Blackboard homework assignments.

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Final letter grades will be assigned as follows:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 0 - 59

Starfish

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

When you set up your profile in Starfish, you can connect with services, faculty and staff at Greenville Technical College. The link to Starfish is located in Blackboard. Throughout the term, you may receive emails regarding your attendance, course grades or academic performance.

To benefit from this software, it is important that you check your Greenville Technical College Gmail regularly and read the Starfish alerts. If your academic performance begins to drop, you may also be contacted directly by a Success Coach or the Student Success Center.

Start, Stay, Succeed!

Course Policies:

Policy for the Submission and Grading of Assignments for CPT 170

- **All assignments (i.e., labs, projects, etc.) for this course must be completed and submitted electronically to the instructor by the due date established in the Course Schedule of Assignments Attachment one on the Syllabus link in Blackboard 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 unless the student has approval from the instructor to submit the assignment after the due date.
- 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

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

Test Policy for CPT 170

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 2013* 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 must be purchased as a stand-alone product through the GTC bookstore or online from the publisher. **Access Codes cannot be purchased from third party software sites such as Amazon, E-Bay, or another retail distributor. You must purchase the Access code from the GTC bookstore or the GTC Pearson web site.**

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

- Four (4) unit tests 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. The makeup test is to be taken within 7 days of the original due date. 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.

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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 assignment submission. **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 video lecture, assignments, discussions, e-mail, and assessments.
- **Online Course Attendance:** Online course attendance is based on completion and submission of assignments by the due date posted in the course schedule (Attachment 1 under Syllabus) in Blackboard. Online activities will include video 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 will not be used to determine attendance for this course.

Disabilities Information

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

Staff can be reached by phone at 864 250-8202 or via email to DisabilityServices@gvltec.edu . Appointments are available at all satellite campus locations. Please check the GTC website for more information concerning Student Disability Services: <http://gvltec.edu/disability-services/>

Efforts have been made to ensure all materials presented in an electronic format are accessible for students with disabilities and the college is committed to this obligation. However, if you experience any difficulty accessing these materials please notify your instructor immediately so a solution can be provided. You may also contact Student Disability Services directly at 864-250-8202 or by email at DisabilityServices@gvltec.edu.

Students who need a PDF reader for accessibility of course documents presented in PDF format may download a free reader at <https://acrobat.adobe.com/us/en/products/pdf-reader.html>

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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: _____ **Date:** _____

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Approved by: _____ **Date:** _____

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