

Business and Technology Division: Computer Technology Syllabus

CPT 270 Advanced Computer Applications Fall Spring 2019

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Credit/Contact Hours: 3

Prerequisite: Completion of CPT 170

Co-requisite:

Course Description

This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. Note: Microsoft Office 2016 is used.

Purpose of the Course

This course is designed to provide an advanced knowledge of microcomputer business software; build upon and enhance knowledge of computer software application packages which feature word processing, spreadsheet, and database; and provide hands-on experience in the use of representative software packages on a microcomputer by use of assigned lab exercises.

This syllabus will remain in effect until revised or reviewed no later than August 2018.

Revised Date: January 3, 2018

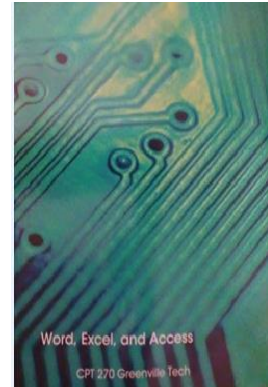
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Required Text

Pearson's Word, Excel, and Access CPT270 Greenville Tech

ISBN: 9781323666708

- MyLabsPlus Software is bundled with new textbooks
- A USB portable storage device such as a flash drive will be needed for coursework storage
- Headphones are recommended for quiet listening to MyLabsPlus audio



Greenville Technical College is not responsible for and does not provide technical support for home computers. Students are responsible for contacting Pearson Customer Support for assistance with the MyLabPlus Software

Course Outcomes

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

1. Word Chapters (1 -3): Apply and Modify Styles, Create New and Manage Styles, Create a Multilevel List, Change the Style Set of a Document and Apply a Template, Insert a Chart and Enter Data into a Chart. Create and Apply a Custom Table Style. Use Advanced Table Features, Modify Table Properties, Draw a Freeform Table, Use Nested Tables, and Insert an Excel Spreadsheet. Create Custom Building Blocks, use Comments and Track Changes
2. Excel Chapters (4-7): Use Financial Functions, Use Goal Seek, Create a Data Table, Use Defined Names in a Formula, Use Lookup Functions, Validate Data, and Audit Worksheet Formulas. Format a Worksheet to Share with Others, Use Advanced Sort Techniques, Use Custom and Advanced Filters, Subtotal, Outline, and Group a List of Data. Create and Format Sparklines, Column Charts, and Line Charts; Create and Modify a SmartArt Graphics and Organization Charts. Create and Modify PivotTables and create a PivotChart.
3. Access Chapters (8-10): Manage and Modify Existing Tables, Attach Files to Records, Create a Table in Design View, Create a Lookup Field, Set Field Properties and Data Types, Create Data Validation Rules and Validation Text. Create Calculated Fields in a Query, Use Aggregate Functions in a Query, Find Duplicate and Unmatched Records, Create a Crosstab Query, Parameter Query, Make Table Query, Append Query, Delete Query, Update Query, and Modify the Join Type. Create a form in Design View, Create a Report Based on a Query Using a Wizard, Create a Report in Design View, and Group, Sort, and Total Records in Design View

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Greenville Technical College Core Competencies

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.

Instructional Agreement

This syllabus is an agreement between the student and the 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.

Please refer to the Syllabus Attachment 1 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.

COURSE OUTLINE

Word Processing Concepts Using Word 2016

Chapter 1 Using Styles and Creating Multilevel Lists and Charts

Chapter 2 Using Advanced Table Features

Chapter 3 Building Documents from Reusable Content and Using Markup Tools

Exam One – Covers Word 2016 Projects 4 A&B – 6 A&B

Spreadsheet Concepts Using Excel 2016

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Chapter 4 Use Fin & Lookup Functions, Define Names, Validate Data, & Audit Worksheets

Chapter 5 Managing Large Workbooks and Using Advanced Sorting and Filtering

Chapter 6 Creating Charts, Diagrams, and Templates

Chapter 7 Creating PivotTables and PivotCharts

Exam Two – Covers Excel 2016 Projects 4 A&B – 7 A&B

Database Concepts Using Access 2016

Chapter 8 Enhancing Tables

Chapter 9 Enhancing Queries

Chapter 10 Customizing Forms and Reports

Exam Three – Covers Access 2016 Projects 4 A&B – 6 A&B

GRADING SCALE

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:**

Grading Outline:

- **Forty (40) percent** of the final grade will be based on the average of 3 unit exams using MyLabsPlus
- **Fifteen (15) percent** of the final grade will be based on the completion of lab assignments (MyLabsPlus Trainers, Contact Information Assignment, and Syllabus Acknowledgement Assignment).
- **Twenty Five (25) percent** of the final grade will be based on the completion of MyLabsPlus Grader Projects)
- **Twenty (20) percent** of the final grade will be based on the grade of the final exam

Final Letter Grades will be issued as follows:

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

COURSE POLICIES

Information on Tests and Exams

All unit tests will be completed online using MyLabsPlus. The Final exam will be administered on campus. To use MyLabsPlus, students are required to have an access code. The access code is bundled with the textbook. A student may also choose to purchase an access code with E-text. Because CPT270 uses a custom textbook, the

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student must purchase the access code through the GTC bookstore or online from the publisher.

- ***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 270

- Three (3) unit exams and a comprehensive final exam will be given.
- Exam dates will be announced in class and posted in Blackboard.
- 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 make-up test should be taken within one week (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.

Note: Exceptions to the above Test Policy will be made on an individual basis as a result of a decision involving the Department Head, Instructor, Student, and/or the Assistant Dean of Business.

Attendance Policy for CPT 270

- **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,

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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 course schedule (Attachment 1 under Syllabus) 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 will not be used to determine attendance for this course

Students with Disabilities

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/) (<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](#).

Nondiscrimination Statement

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) 250-8408 v/TTY; Title IX Coordinator at (864) 250-8144.

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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 technical support (https://www.gvltec.edu/about_greenvilletech/tech_support)

Due dates for all assignments and quizzes/tests are listed 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 Blackboard Assignments are submitted. You must provide this confirmation information in case of any dispute regarding the submission.

Computer labs are available at multiple campus locations and offer various hours as well as staff available for assistance.

(https://www.gvltec.edu/student_resources/computer_labs)

Microsoft Office programs or PDF format are recommended for submitting assignments in Blackboard. Students can access portal.office.com, log in with their <username>@my.gvltec.edu email address and Blackboard/GTC4me password, then follow the prompts to install Microsoft Office free of charge.

Title IX Policy

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 make up 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 (TitleIX@gvltec.edu) or Student Disability Services (DisabilityServices@gvltec.edu) for additional information.

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.

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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!**

Approved by: _____

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Approved by: _____

Michelle Byrd, Dean for Business & Technologies
Dean's Office: (864) 250-8423, Barton Campus, Engineering Technology Building 103/111A

Date