GREENVILLE TECHNICAL COLLEGE

School of Business and Computer Technology
Computer Technology
Course Syllabus
Advanced Computer Applications CPT 270
Fall 2019

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Credit/Contact Hours:
3.0

Prerequisite:
Completion of CPT 170

Co-requisite:
None

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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.

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

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

Purpose of 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.

Required Texts:
Pearson's Word, Excel, and Access CPT270 Greenville Tech
ISBN: 9781323958544

- 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

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Word, Excel, and Access
CPT 270 Greenville Tech
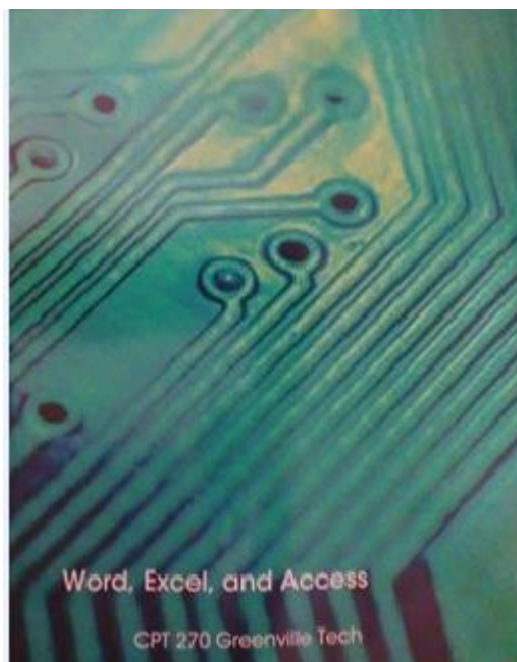
Greenville Technical College is not responsible for and does not provide technical support for home computers. Students are responsible for contacting Pearson Customer Support for assistance with the MyLabPlus Software

Additional Materials, Supplies, Equipment, and Technology (i.e. Webcams):
Click here to enter text.

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 Resources area of Blackboard.

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

Pass/Non-Pass Course Grade Option:
This course may be eligible for the Pass/Non-Pass Course Grade Option. A student must request this option prior to the withdrawal date of this course. If approved for this option, a grade of P will be assigned if the student earns a grade of C or higher. A grade of NP will be assigned for earning a D or F. Students are encouraged to talk with their instructor and meet with an advisor prior to requesting this option. Additional information may be found in the college catalog.

Instructional Continuity:
In the event of a disruption to the normal class schedule or planned activities for this course, alternate learning activities that may include other methods of instruction or locations may be implemented. If disruption occurs, your instructor will communicate through your GTC email (Gmail) account. Additionally, please make sure your contact information is accurate in GTC's emergency alert system (accessible in GTC4Me/Quick Access/GTC2me – Emergency Messaging).

Verification of Student in Online Classes:
Greenville Technical College is committed to student learning and the academic integrity of all courses. All GTC online courses are required to have at least one proctored learning activity that constitutes a significant percentage of the course grade, which may include a test, midterm, final exam, presentation or other assignment. Proctored is defined as an experience where an approved person ensures the identity of the student and monitors the learning activity. The proctored learning activity will be determined by the course instructor. The method of proctoring and any additional requirements, such as costs for students and/or trips to campus or approved testing center, will be explained in the course schedule/plan of instruction.

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

Assessment of Student Learning:
Greenville Technical College is committed to continuous improvement of teaching and learning. Tests, assignments, and/or projects required in this course may be shared with college faculty and used for assessment purposes. Also, student input is necessary for improving instruction and is requested through course evaluations. Students will be notified when evaluations are available.

Administrative Withdrawals:
Students may be administratively withdrawn from this course for the following reasons:

- Not attending a course during the drop/add period including failure to meet the attendance criteria in an online course. In this case, a grade of WA will be assigned. This WA will not count as an attempt and will not affect GPA.
- For recorded absences exceeding 15% of the course contact hours prior to the withdrawal date. A grade of W will be assigned. For students who receive financial aid, this W will count as a course attempt but will not affect GPA.
- For non-attendance for 14 consecutive calendar days during any time in a semester (including non-class days, holidays, and weekends). A grade of FA (Failure due to Absences) will be assigned. For students who receive financial aid, this FA will count as a course attempt and will affect GPA. The college will use a grade point of zero for each credit hour to calculate the student's GPA.

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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 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.

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. ***This must be done each term***. The main SDS office is located on the Barton Campus in the Student Center Building 105, office 113.

Students may reach staff 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. Visit http://gvltec.edu/disability-services for more information.

The college is committed to providing materials that are accessible to all students. However, if you experience any difficulty accessing materials, please notify your instructor immediately so that we can provide a solution. 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 to access course documents presented in PDF formats may download Adobe Reader from https://get.adobe.com/reader.

Blackboard Ally

Blackboard Ally is a tool to improve students' experiences within online courses. It enables students to convert files in a course to more accessible formats such as HTML, electronic braille, audio and more. For more information, refer to Blackboard Ally for Students located in Student Resources in the course menu.

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. For details, visit https://www.gvltec.edu/about_greenvilletech/tech_support.

Students can access due dates for all assignments and quizzes/tests 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 you submit assignments via Blackboard. 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 who are available for assistance. For more information, please visit https://www.gvltec.edu/student_resources/computer_labs.

Student should use Microsoft Office programs or PDF format for submitting assignments in Blackboard. Students can access http://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.

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. The link to Starfish is located in Blackboard.

Inside Starfish, you will find your Student Success Team with your instructor, advisor, academic coach, and others you may be directly connected with at the college. Setting up your Starfish profile and completing the Starfish Intake form will provide your Success Team with valuable information to guide your success.

Throughout the semester, you may receive emails regarding your attendance, academic performance, or course grades. Additionally, faculty and staff may send kudos celebrating successes. It is important that you check your Greenville Technical College Gmail regularly for Starfish alerts and kudos.

FERPA Policy:
Because Greenville Technical College abides by FERPA privacy guidelines, personal email accounts may not be used for any College-related communication. Faculty and students must use the college Gmail system only.

Start, Stay, Succeed!