

GREENVILLE TECHNICAL COLLEGE

School of Business and Computer Technology

Computer Technology Department

Course Syllabus

Microcomputer Applications CPT 170 (Cengage)

Fall 2020

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Credit/Contact Hours:

3.0

Prerequisite:

Computer Readiness Exam placement score equal to or greater than 67 or successful completion of COL 107 or placement into MAT 105 or higher MAT and placement into ENG 101.

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Co-requisite:

None

Course Description:

This course introduces microcomputer application software, including electronic word processing, databases, spreadsheets, tables, charts, graphs, and presentation graphics.

Note: Microsoft Office 2019/365 is used for this course and should be installed on the student's home computer in order to complete assignments on the student's home computer. Online students are strongly encouraged to have access to a home computer, to be computer literate, and have keyboarding skills. If a student does not have access to a home computer, then they are strongly encouraged to take a hybrid course. The third attempt to pass this course requires the Department Head and student's signatures on a drop/add form and requires the student's enrollment in a hybrid course.

Mac Users Note: You will not be able to use a Mac to complete Cengage/SAM textbook chapter projects. Access to a PC (Windows O/S) is necessary to successfully complete textbook chapter project assignments in this course. Mac users will be able to complete Cengage training, tests and the final exam. Cengage is cloud based. No installation of Cengage software is required.

Mac and PC keyboard, mouse and some menu items have a few differences.

Cengage's MindTap's training offers a Guide button to show Mac users how to complete training in a Mac environment.

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 projects.

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Required Texts:

1. Cengage Unlimited subscription, (e-text used – Shelly Cashman Series; Microsoft Office 365 & Office 2019 Introductory – ISBN-13: 978-0-357-02643-4 or ISBN-10: 0-357-02643-8 – Author – Cable/Freund/Monk/Sebok/Starks) – Cengage Unlimited subscription may be purchased through Blackboard classroom link
2. The following Microsoft Office 2019/365 applications – Word, Excel, Access and PowerPoint

The Microsoft Office 2019/365 software student version is available **free** to our students using their Greenville Technical College Gmail account username information, if their computer meets the system requirements noted in Microsoft instructions. Please read Blackboard announcement information for more details on how to review requirements to obtain a free copy. Also, Microsoft Office 2019/365 may be purchased, licensed, or leased from Microsoft Corporation.

3. A USB portable storage device such as a flash drive is recommended for coursework storage. Google Drive or One Drive Cloud storage may also be used. **Students should not save classwork or homework on classroom computers** as all user documents will be deleted periodically by the school. Students may not bring and use their own personal computers in school classrooms.

Additional Materials, Supplies, Equipment, and Technology (i.e. Webcams):

1. Headphones are required for quiet listening to Cengage audiovisual and training assignments in GTC public labs, classrooms, and the Technical Resource Center.
2. Students in hybrid and online classes will access their online content using GTC computers in the classrooms and labs. Students may use personal computers at home, provided they meet the system requirements and setup of the course.

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Greenville Technical College is not responsible for and does not provide technical support for home computers. Students are responsible for contacting Cengage Technical Support for assistance with personal computer setup and technical problems.

3. Hybrid and online instructor for each class may schedule virtual classroom meeting time for their students. A working webcam for your home computer may be required to fulfill the virtual classroom meeting requirement.

NOTE: Students in hybrid and online classes will access their online content through Blackboard and the Cengage Online Access web link.

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.

Students will accept responsibility for their own actions and exercise self-directed learning behaviors. 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 ET/113 or ET/115 to request help with the attachment, upload and submission of files for assignments.

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.

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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:

- **Twenty (20) 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.
- **Forty-five (45) percent** of the final grade will be based on the completion of assigned Cengage textbook project; training and Blackboard homework assignments.

Final letter grades will be assigned as follows:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 – 59

Test Policy for CPT 170

Note: Greenville Technical College is not responsible for and does not provide technical support for home computers. Students are responsible for contacting Cengage Customer Support for assistance or must use the computer lab in the ET building 103, Room 113 or 115.

- Four (4) unit tests and a comprehensive final exam will be given.

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- Test dates and the final exam 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 test for the course. One missed Individual Research Project section may be substituted in place of the one missed test make-up policy. If additional test(s) are missed, the student will automatically have a zero (0) grade recorded for the missed test(s). The missed test grade will be recorded as a zero until the test is made up. The date and time of the make-up test will be at the instructor's discretion. The makeup test or Individual Research Project section is to be taken (or completed) within 7 days of the original due date. Once you have completed the makeup test (or Individual Research Project section), then the new score will be recorded in Blackboard. If the first missed test is prior to the last date to withdraw for the course, the test must be completed prior to the withdrawal date.**
- **Any test not taken at the scheduled time or in the scheduled location without prior approval by the instructor, will be considered a make-up test.**
- **If deemed necessary, an online student may be required to take tests in a campus computer lab or in a proctored environment.**
- **A comprehensive final exam must be taken as scheduled with no exemptions or exceptions. GTC requires a PROCTORED final exam for CPT170. All students including online and hybrid classes are required to take the final exam on campus or at a testing center near where you live.**

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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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. Click on this link or additional information:

[Pass/Non-Pass](#)

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.

Honorlock:

Honorlock will proctor your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You **DO NOT** need to create an account, download software or schedule an appointment in advance.

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Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection. For additional information on using Honorlock, click [here](#).

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.
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 Cengage to complete assignments.

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

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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:

- **NIC (Never in Class)** 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.
- **14-Day Rule:** At any time during the semester and regardless of a student's use of financial aid benefits, the college will withdraw a student who is not in attendance for 14 consecutive calendar days including weekends, holidays, college breaks, and cancelled class sessions.
 - ***Prior to the course withdrawal date***, the college policy is to assign a grade of W (Withdrawal). The student will earn no credits or grade points, and the W will not affect GPA. For students receiving financial aid, the course will count as an attempt and may affect future aid.
 - ***After the course withdrawal date***, the college will assign a grade of WF for the course which will negatively affect GPA calculation. The student will be responsible for course payment and will not be eligible for a refund. The college will notify the student of the administrative withdrawal via official college email address. For students receiving financial aid, the course will be recorded as an attempt and may affect future financial aid awards.

Students may request a reinstatement. Reinstatements must be approved by the course instructor.

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

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well as to adhere to posted online deadlines for testing and assignment submission. Attendance will be taken twice a week. First attendance is taken In Person during your class meeting by the instructor. Second attendance for the week is recorded based on completion and submission of assignments by due date. (In-Person classroom activities include lecture, discussion, collaboration, demonstration, review, and assessment and Online activities will include video lecture, assignments, discussions, e-mail, and assessments.) Assignment information found on CPT 170 Tentative Schedule-Plan of Instruction in Blackboard.

- **Online Course Attendance:** Online course attendance is based on completion and submission of assignments by the due date posted in the Tentative Schedule-Plan of Instruction in Blackboard. Online students are strongly encouraged to have access to a home computer and to be computer literate. If a student does not have access to a home computer then they are strongly encouraged to take a hybrid course. (Online activities will include video lecture, assignments, discussions, e-mail, and assessments.) Attendance will be based on the submission of a required graded weekly assignments –assignment information found on CPT 170 Tentative Schedule-Plan of Instruction in Blackboard.

Course Policies:

Computer Technology students must obtain a minimum grade of “C” in all CPT and IST courses.

Please refer to Departmental Policies in Blackboard to review additional course and department 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**

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in the Course Schedule of Assignments Attachment – “CPT 170 Tentative Schedule – Plan of Instruction” on the Syllabus and Info. Link in Blackboard in order to receive credit for the assignment.

- Assignments (i.e., labs, projects, etc.) not submitted by due date - Refer to **“Attachment 2 - CPT Dept. Policy_FA15”** for policy and procedures.

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 ET/113 or ET/115 to request help with the attachment, upload, and submission of files for assignments.

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.

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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.

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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!