

GREENVILLE TECHNICAL COLLEGE

School of Business and Computer Technology
Computer Technology
Course Syllabus
Advanced Computer Applications CPT 270
Fall 2020

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Credit/Contact Hours:

3.0

Prerequisite:

Completion of CPT 170

Co-requisite:

None

This syllabus will remain in effect until revised or reviewed no later than August 2020.

Revised Date: May 13, 2020

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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 2019 is used.

Purpose of Course:

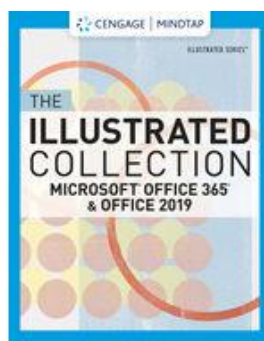
This course is designed to provide an advanced knowledge of microcomputer business software; build upon and enhance knowledge of computer software application packages which feature word processing, spreadsheet, and database; and provide hands-on experience in the use of representative software packages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

Required Texts:

The Textbook material required for this course is included in ONE Cengage Unlimited subscription. For \$119.99 per semester, you get access to ALL Cengage online textbooks, platforms, study tools and more—in one place. An optional \$7.99 printed textbook rental is also available. Ask for Cengage Unlimited in the bookstore or visit cengage.com/unlimited.

Cengage's MindTap: Beskeen/Cram/Duffy/Friedrichsen/Wermers The Illustrated Collection, Microsoft Office 365 & Office 2019

- MindTap Software contains the e-text required for the course
- Headphones are recommended for quiet listening to MindTap audios



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 with the MindTap Software

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

None

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:

- **Thirty (30) percent** of the final grade will be based on the average of 4 unit exams
- **Ten (15) percent** of the final grade will be based on the completion of SAM Trainers
- **Ten (10) percent** of the final grade will be based on the completion of BB Discussions
- **Thirty (25) percent** of the final grade will be based on the completion of SAM Projects
- **Twenty (20) percent** of the final grade will be based on the final exam grade

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

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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. 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:

- Use Collaboration, Integration, and Charts tools in Word
- Create a Reference Document in Word
- Creating an Online Form using Word
- Use Financial Functions, Data Tables, and Amortization Schedules
- Work with Multiple Worksheets and Workbooks
- Create, Sort, and Query a Table in Excel
- Work with Trend Lines, Pivot Tables, Pivot Charts, and Slicers
- Audit Formulas, Create Data Validation, and Work with Complex Problem Solving
- Analyze Data with Power Tools and Create Excel macros

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- Create Access Reports and Forms
- Create Multiple-Table Forms in Access

COURSE OUTLINE

Word Concepts Using Word 2016

Word Module 5 Working with Styles, Themes, and Building Blocks

Word Module 8: Integrating with Other Programs and Collaborating

Word Module 10: Building an Online Form

Word Exam – Covers the above Word Modules

Spreadsheet Concepts Using Excel 2016

Excel Module 5: Working with Tables

Excel Module 6: Managing Workbook Data

Excel Module 8: Analyzing Data with PivotTables

Excel Exam 1 – Covers the above Excel Modules

Excel Module 9: Automating Worksheet Tasks

Excel Module 11: Advanced Formulas and Functions

Excel Module 12: Performing What-If Analysis

Excel Exam 2 – Covers the above Excel Modules

Database Concepts Using Access 2016

Access Module 5: Improving Tables and Creating Advanced Queries

Access Module 6: Creating Forms

Access Module 7: Creating Reports

Access Exam – Covers above Access Modules

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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:

- **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.

Course Policies:

Information on Tests and Exams

All unit exams will be completed online using MindTap. The final exam will be administered on campus using MindTap.

- ***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.***

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- *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

- Four (4) 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. *This syllabus will remain in effect until revised or reviewed no later than August 2020.*

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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.

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!

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