

# ADMINISTRATIVE OFFICE TECHNOLOGY DEPARTMENT

## GREENVILLE TECHNICAL COLLEGE Greenville, South Carolina

### COURSE SYLLABUS

**Course Number:** CPT 101 (OFFICE 2007 Version)

**Course Title:** Introduction to Computers

**Lecture hours per week:** 3.0    **Semester credit hours:** 3.0

**Prerequisite:** Placement into MAT 101, MAT 155, MAT 170, or higher OR successful completion of MAT 032; placement into RDG 100

**Catalog Course Description:** This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

#### **Purpose of the Course:**

- 1) To provide a basic knowledge of microcomputer hardware and its uses.
- 2) To provide a basic knowledge of computer software application packages, their purposes, and example uses.
- 3) To provide hands-on experience in the use of representative microcomputer software packages by use of assigned lab exercises and problems.

#### **Required text(s) and other materials:**

1. Go! with Microsoft Office 2007 Introductory; First Edition; Gaskin, Ferrett, Vargas, and Marks with myitlab for Go! with Office 2007 Access Code; and Office 2007 180-Day Trial Version; ISBN: 053657443X
2. A USB portable storage device such as a flash drive will be needed for coursework storage.
3. All students must access CampusCruiser regarding final course grades/transcripts, information postings, financial records, etc. Students in traditional classes must access CampusCruiser for postings regarding assignments, grades, and e-mail. Students in online classes must access WebCT for specific course information regarding assignments and due dates, test dates, and e-mail correspondence; online courses require weekly participation.

*Note: It is recommended that you purchase the Microsoft Office 2007 Home and Student Edition, for successful completion if taking this course via the Internet. When purchasing your software, be careful to make sure that it contains the four products used in this course, i.e., Word, Excel, and PowerPoint.*

**Students for Whom the Course Is Intended:** Students seeking a course in microcomputer literacy and an introduction to a variety of application software packages. This course meets the college-wide computer competency requirement for all associate degree majors.

Instructor: \_\_\_\_\_

Telephone Ext: \_\_\_\_\_

Office Location: \_\_\_\_\_

Office Hours: \_\_\_\_\_

**Approved by:** Michelle Vlaich-Lee

Michelle Vlaich-Lee

Computer Applications Program Coordinator

Michelle.vlaich-lee@gvltec.edu, 864-250-8556, ET103-209

**Date:** August 18, 2008

**Approved by:** Carol Mull

Carol Mull

Administrative Office Technology Department Head

Carol.Mull@gvltec.edu, 864-250-8511, ET 210

**Date:** August 18, 2008

**Approved by:** Susan McDonald

Susan McDonald

Dean of Technical Business

Susan.mcdonald@gvltec.edu, 864-250-8442, ET 103-104

**Date:** August 18, 2008

## COLLEGE OF TECHNICAL BUSINESS STUDENT/INSTRUCTION POLICY AGREEMENT

The following policy information is provided in expanded text in the document entitled *College of Technical Business Policies and Procedures* provided to you in a separate document via *CampusCruiser*. Although the following information is in an abbreviated form, students are responsible for knowing the policies and any procedures related to the policies in their entirety. The policies and procedures are also provided in the current *College Catalog and Student Handbook* as indicated, and additional information may also be found on the College's website, [www.gvltec.edu](http://www.gvltec.edu).

### TECHNICAL BUSINESS DIVISION ATTENDANCE POLICIES

**TRADITIONAL CLASSES:** It is the student's responsibility to be present for all scheduled classes and labs and to communicate with instructors regarding absences. Any student missing more than 10 percent of the class meetings may be administratively withdrawn by the instructor.

**ONLINE CLASSES:** It is the student's responsibility to commit themselves to online classes and participate regularly, i.e., continuous communication with the instructor by e-mail, bulletin board postings, and turning in assignments. Students who stop sending weekly e-mails, or bulletin board postings and/or stop submitting work will be assumed as not "attending" class and will be marked absent. Consistent absences will make a student eligible for being withdrawn from the course or denied access to the course. Students who finds him/herself falling behind should contact the instructor. In other words, if a student simply accesses the course but doesn't communicate, then it doesn't count as "attendance;" and if the student does not withdraw, he/she may receive a final grade of "FA," meaning "failed due to lack of attendance." Such a grade can affect a student's financial aid status.

### WITHDRAWAL FROM CLASSES

It is the student's responsibility to complete the required paperwork and process it at the Office of Student Records located at the McAlister Square facility. Instructors or staff members will not process course withdrawal requests.

**CLASSROOM CONDUCT** Refer to the *College Catalog/Student Handbook*, pages 63-73, for additional information.

Classroom conduct and manners are founded in courtesy and respect for others. Conduct that interferes with the freedom of instructors to teach and the rights of other students to learn is not acceptable and could result in dismissal from the class.

### CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

To avoid any unnecessary disruption of College functions, these devices must be turned off and placed out of sight in all academic settings including classrooms, laboratories, clinical / externship settings, study spaces, and computer labs and should not be used near classroom doors or hallways while classes are in session. If a circumstance exists that makes a device required, the student must seek the instructor's permission in advance and it must be set to silent/vibrate mode. Disruption of class from electronic devices may result in the student's dismissal from the class. Issues related to academic dishonesty using these devices will follow the Academic Honesty Policy.

**ACADEMIC HONESTY** Refer to the *College Catalog/Student Handbook*, pages 12 and 66, for additional information.

Students should know what activities constitute cheating, plagiarism, and collusion as defined in the Student Code for South Carolina Technical Colleges. A student involved in any of these activities will, at a minimum, **receive a grade of "0" for that portion of the course**. This grade will be computed in the final course grade. **Note: Refer to the Department Academic Honesty Policy under the Grading Information for specific information.**

**POLICY FOR REPEATING A COURSE** Refer to the *College Catalog/Student Handbook*, page 17, for additional information.

A student may register for a class a maximum of three times including withdrawals. There is an appeal process for extenuating circumstances.

**COUNSELING SERVICES** Refer to the *College Catalog/Student Handbook*, page 48, for additional information.

Counselors are available to assist Technical Business students with personal, academic, or career counseling. Counselor information is posted at the Barton Campus in the Engineering Technology Building (#103), Room 119. If you are not on the Barton Campus, you may call the Technical Business Dean's Office at 250-8196 or e-mail [ginamarie.thomas@gvltec.edu](mailto:ginamarie.thomas@gvltec.edu) for counselor information and assistance. In addition the College has an Intervention Counseling Office which offers confidential professional counseling as well as resources and referrals to agencies. This office is located at the Barton Campus in the Student Center (Building 105), Room 140. Jackie Bradham, counseling, can be reached by phone at 250-8176 or 250-8318 or by e-mail at [jackie.bradham@gvltec.edu](mailto:jackie.bradham@gvltec.edu). Appointments can be scheduled as needed.

**STUDENT WITH DISABILITIES** Refer to the *College Catalog/Student Handbook*, page 48, for additional information.

All students who have a disability and need accommodations should visit, call, or e-mail the Student Disability Services Office at the beginning of each semester. Students are strongly encouraged to obtain their accommodation forms within the first 2 weeks of class to ensure appropriate services. The office is located at the Barton Campus in the Student Center (Building 105), Room 124, and can be reached by phone at 250-8202 or 250-8408 or by e-mail at [sharon.bellwood@gvltec.edu](mailto:sharon.bellwood@gvltec.edu). The Disability Service Counselor is available to meet with students on satellite campuses by appointment.

**The above information is only a portion of the College's policies and procedures for which each student is responsible. For the most current information, please direct your attention to [www.gvltec.edu](http://www.gvltec.edu) for the most current student handbook information. The information is listed under *Current Student* and then under *Student Resources*.**

## COLLEGE-WIDE COMPETENCIES

This course meets the following college-wide competencies and is a required course for Associate Degree graduates:

1. Apply mathematical skills appropriate to solve day to day as well as work related problems.
2. Demonstrate knowledge of computer applications compatible with job demands.
3. Demonstrate the critical thinking and problem-solving skills to fulfill work and personal responsibilities.

## CPT 101 TERMINAL OBJECTIVES

Students who successfully complete this course will have demonstrated the skills necessary to accomplish the following objectives with a minimum competency of 70 percent:

1. Identify and classify the components of a computer system and describe their function.
2. Describe the benefits and basic functions of a computer.
3. Identify the different types of business software applications and their functions.
4. Identify, describe, and utilize an operating system and its elements including basic file management.
5. Utilize a word processing software package to:
  - a. Create/open a word processing document
  - b. Edit a document
  - c. Format a document
  - d. Save a document
  - e. Print a document
  - f. Incorporate and manipulate graphics into documents
6. Utilize a spreadsheet software package to:
  - a. Create/open a spreadsheet
  - b. Edit a spreadsheet
  - c. Format a spreadsheet
  - d. Save a spreadsheet
  - e. Print a spreadsheet
  - f. Create and use simple formulas and functions
  - g. Prepare, edit, and format various types of charts within the spreadsheets
7. Utilize a presentation graphics software package to:
  - a. Create/open a presentation
  - b. Edit a presentation
  - c. Format a presentation
  - d. Save a presentation
  - e. Print a presentation
  - f. Run a presentation
  - g. Incorporate various objects including clip art, pictures, shapes, and text boxes into presentations
  - h. Utilize templates, layouts, animations, and transitions to create professional-looking presentations

## Business Division Student Lab Rules

The following lab rules are in addition to those mandated by the College as outlined in the Computing Facilities Use Policy (*College Catalog/Student Handbook, pages 62-63*). By signing the Syllabus Acknowledgement Form for this course, you agree to follow all of the guidelines specified by both the College and the Division. Failure to comply with all computer policies will result in the loss of privileges involving campus computer facilities.

- Children are **not** allowed in labs and classrooms nor left in hallways (*College Catalog/Student Handbook, page 62*).
- Food and drinks are **not** allowed in computer labs.
- Labs are to be used only for students enrolled in Computer/Business Program courses and for educational purposes only and may not be used for commercial or personal purposes.
- A Student ID is required. You may be asked to show your student ID and also a copy of your current class schedule.
- **You must log into the computer when you arrive. You will enter your first and last names and your CampusCruiser ID. You will then receive a listing of courses for the current semester, and you will need to select the course for which you are completing work. Remember to log out of the computer before you leave the computer and the lab.**
- Inappropriate or unethical use of the Internet is strictly prohibited (i.e., chat rooms, pornographic web site access, etc.) On the first offense, a written warning will be issued. Lab privileges will be revoked upon the second offense.
- **Internet downloading is prohibited!**
- **Printing in the Business Division Student Lab is now available.** Students will need to purchase a pay-to-print card (a machine is located in the lab), and the student will be charged per page for printing. Printing from the Internet is allowed; however, all regulations regarding the use of the Internet also apply to printing from the Internet.
- Printing in the lab classrooms may only be done at the request of the instructor during class time. Then only one copy of the final assignment may be printed for submission. No other printing is permitted in these labs.
- Lab assistants are on duty to handle hardware/software problems; they do not provide tutoring.
- The Lab Assistant's office and telephone are not to be used by students; a pay phone is located in the canteen.
- All equipment malfunctions are to be reported to the lab assistant; do not attempt repairs.
- Labs are **closed** to all students **during exam days** (except for scheduled exam use), **holiday breaks**, and **between semesters**.
- **Loading of ANY software onto campus computers is prohibited.**
- Copying of any software programs and applications which are licensed or protected by copyright is theft.
- Copying of computer programs, documents, spreadsheets, databases, presentations, computer codes, etc. is not tolerated.
- You must keep the labs neat and clean by picking up after yourself.
- Labs are occasionally reserved for classes; adhere to posted signs.
- **You must leave the lab and/or classroom to answer or return cell phone calls. Please put your cell phone on manner-mode or vibrate when in the lab and/or classroom; disruptive and loud ring tones are not acceptable. Students may be asked to change inappropriate ring tones that are disruptive to the learning environment in the lab and/or classroom.**
- **Use of personal laptops is not permitted in the lab.** Only computers owned by the College may be plugged into any College network.
- Instant messaging is prohibited.
- All students must use the Business Division Student Lab to complete work outside of the scheduled course times. Students will not be allowed to remain in the classroom to complete work after the class is over. Instructors will ask all students to leave the classroom and report to the Student Lab if they desire to continue working on a computer.

The Business Division Student Lab is located on the Barton Campus in the Engineering Building (103), Rooms 113 and 115.

Be sure to keep your student ID and class schedule with you; you may be asked to show your current student ID and/or your current class schedule.

**\*Lab Hours: Monday – Friday 8:00 am to 9:30 pm ▪ Saturday 8:00 am to 1:00 pm ▪ Sunday Closed**

## CPT 101 – INTRODUCTION TO COMPUTERS

### Grades for this course will be assessed as follows:

- Fifty (50) percent of the final grade will be based on the average of the four equally-weighted exams.
- 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 hands-on lab assignments.
- Fifteen (15) percent of the final grade will be based on the completion of assigned myitlab chapter training and pretests.

**\*\*\*\*Note: 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 2007* 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 can be purchased as a stand-alone product through the GTC bookstore.**

### Policy for the Submission and Grading of Assignments for CPT 101

- 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 not submitted by the due date will not be accepted for a grade and will have a zero (0) grade recorded for the assignment (i.e., labs, projects, etc.).**

### Test Policy for CPT 101

- Four (4) tests and a comprehensive final exam will be given.
- Test dates will be announced in class and posted on CampusCruiser or in WebCT (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. If additional tests are missed, the student will automatically have a zero (0) grade recorded for the missed test(s). The date and time of the make-up test will be at the instructor's discretion. 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 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 Dean of Technical Business.

### Departmental Academic Honesty Policy for Cheating and Plagiarism

Cheating and Plagiarism will not be tolerated in any CPT, IST, or AOT course. If cheating and/or plagiarism are found, the following grading penalty will be assessed:

1<sup>st</sup> Offense – A grade of zero (0) will be assessed for the assignment/test on which the incident occurred.

2<sup>nd</sup> Offense – A grade of zero (0) will be assessed for the entire assignment/test portion for the course in which the incident occurred. For this course the penalty would be 15 percent of the final grade for hands-on assignments and 50 percent of the final grade for tests.

### Departmental Grading Scale

Final letter grades will be issued as follows:

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

**INCOMPLETES:** An INCOMPLETE ("I") will only be approved if ALL of the following conditions exist:

- The student must have no more than 3 weeks (15-week term) or 1.5 weeks (8-week/10-week term) remaining to complete the course.
- The student must have a validated, documented reason why he/she cannot complete the course by the prescribed end date (illness, work situation, death, etc.).
- The student must be up to date with all work up to the point of the request for an Incomplete (no untaken tests or un-submitted labs, homework, etc.), and the student must have a passing grade average (C or higher) for all work submitted.

# CPT 101 – INTRODUCTION TO COMPUTERS

## Tentative Schedule of Topics and Class/Lab Meetings

***Tutoring is now available in the Business Division Student Lab located on the Barton Campus in the Engineering Building (#103), Room 115. The hours for tutoring are posted in the lab (ET 115); no appointment is necessary. There are no fees required for this service.***

***Note: There will be homework assignments for each unit. Completion of these assignments WILL require time outside of class in ADDITION to class time.***

### **UNIT I: INTRODUCTIONS TO WINDOWS, INTERNET EXPLORER, AND BASIC CONCEPTS**

General Course Introduction and Syllabus Review

#### **Chapter 1 – Getting Started with Windows XP**

PROJECT 1 Objectives and Activities: *Start Windows XP and Work with Windows, Folders, and Files*

Resize, Move, Scroll, Maximize, Restore, Minimize, and Close a Window; Create a Folder; Copy Files and Folders; Move, Rename, and Delete Files

#### **Chapter 3 – Getting Started with Internet Explorer 7.0**

PROJECT 3A Objectives and Activities: *Use Internet Explorer 7.0 to Navigate and Search the Internet, Create and Manage Your Favorite Internet Sites, and Save and Print Web Pages*

Toolbar Commands; Access Web Sites using the Address Bar; Internet Explorer History; Manage Favorite Web Sites; Search Engines and Searching the Internet; Web Pages and Graphics

#### **Chapter 4 – Basic Computer Concepts**

Objectives: Four Basic Computing Functions; Different Types of Computers; Hardware Devices and Their Uses; Types of Software and Their Uses; Networks and Network Terms; Safe Computing Practices

**EXAM 1 – Unit I: Introductions to Windows, Internet Explorer, and Basic Concepts (12.5% of the final grade)**

### **UNIT II: WORD PROCESSING CONCEPTS using Microsoft Word 2007**

#### **Chapter 5 – Creating Documents with Microsoft Word 2007**

PROJECT 5A Objectives and Activities: *Create, Edit, Save, and Print a Document*

Parts of the Word Window; New Documents and Folders; Insert, Select, Delete and Format Text; Headers and Footers; Printing

PROJECT 5B Objectives and Activities: *Navigating the Word Window*

Open/Close a Document; Insert Existing Text into a New Document; Navigate a Document; Insert Graphics and Clip Art; Use Spelling and Grammar Checkers; Preview/Print Documents; Use Microsoft Help System

#### **Chapter 6 – Formatting and Organizing Text**

PROJECT 6A Objectives and Activities: *Formatting Text and Using Lists*

Change Documents and Paragraph Layouts; Set Margins; Align Text; Change Line Spacing; Use Format Painter;

Change/Reorganize Text; Find/Replace Text; Cut, Copy, Paste, and Move Text; Undo/Redo Changes; Spaces and Hyphens; Create and Modify Bulleted Lists; Use AutoFormat to Create a Numbered List; Format Lists; Customize Bullets

PROJECT 6B Objectives and Activities: *Creating a Research Paper*

Insert and Format Headers and Footers; Insert and Format Page Numbers; Insert Current Date and Time; Insert Frequently Used Text; Record AutoCorrect Entries; Insert Symbols; Insert Footnotes; Modify a Footnote Style; Add Citations; Create a Reference Page; Manage Document Properties

#### **Chapter 7 – Using Graphics and Tables**

PROJECT 7A Objectives and Activities: *Inserting and Modifying Graphics and Setting Tab Stops*

Insert and Format Graphics; Format Text Using WordArt; Insert Pictures from Files; Resize Graphics; Wrap Text Around Graphics; Move Graphics; Apply Picture Styles; Add a Page Border; Set Tab Stops and Use Click and Type; Format, Remove, Move, and Use Tab Stops to Enter Text; Insert, Move, Resize, and Format a Text Box; Insert a Predefined Shape

PROJECT 7B Objectives and Activities: *Creating and Formatting a Table*

Create/Enter Text into a Table; Add a Row/Column to a Table; Change the Width of a Table Column; Convert Text to Tables; Format Text in Cells; Shade Cells; Change the Table Border; Center a Table; Merge Cells; Apply a Predefined Format to a Table

**EXAM 2 – Unit II: Word Processing Concepts Using Word (12.5% of the final grade)**

**CPT 101 – INTRODUCTION TO COMPUTERS**  
**Tentative Schedule of Topics and Class/Lab Meetings *continued***

**UNIT III: SPREADSHEET CONCEPTS using Microsoft Excel 2007**

**Chapter 9 – Creating a Worksheet and Charting Data**

PROJECT 9A Objectives and Activities: *Creating a Worksheet and Charting Data*

Create, Save, and Navigate a Workbook/Worksheet; Close/Reopen a Workbook; Enter and Edit Text/Numbers; Use Auto Fill, Spell Check, and Undo; Align Text; Adjust the Size of Columns and Rows; Insert/Delete Rows and Columns; Use Sum Function; Edit Numbers in Cells; Use Fill Handle to Copy a Formula; Format Data/Cells/Worksheets; Format Numbers/Text; Use Column AutoFit and Format Painter; Merge and Center Chart Data; Change Views; Create a Footer; Use Print Preview; Delete Unused Sheets in a Workbook; Hide Formulas

PROJECT 9B Objectives and Activities: *Perform Calculations and Make Comparisons by Using a Pie Chart*

Design a Worksheet; Set Column Widths and Create Row and Column titles; Enter Data by Range; Construct Formulas; Use Arithmetic Operations; Copy Formulas Containing Absolute Cell References; Format Percentages; Wrap Text in a Cell; Move Formulas by Inserting Rows in a Worksheet; Create a Pie Chart and a Chart Sheet; Use Excel Help System

**Chapter 10 – Managing Workbooks and Analyzing Data**

PROJECT 10A Objectives and Activities: *Creating a Summary Sheet from Multiple Worksheets*

Create/Save a Workbook from an Existing Workbook; Navigate and Rename Worksheets; Change Tab Color; Enter/Format Dates; Clear Cell Contents/Formats; Copy, Paste, and Move Cell Contents; Edit/Format Multiple Worksheets at the Same Time; Enter Data, Construct Formulas, and Wrap Text in Multiple Worksheets at the Same Time; Create a Summary Sheet; Construct Formulas that Refer to Cells in Another Worksheet; Format and Print Multiple Worksheets in a Workbook; Move/Format Worksheets in a Workbook

**EXAM 3 – Unit III: Spreadsheet Concepts Using Excel (12.5% of the final grade)**

**UNIT IV: PRESENTATION GRAPHICS concepts using PowerPoint 2007**

**Chapter 15 – Getting Started with Microsoft PowerPoint 2007**

PROJECT 15A Objectives and Activities: *Opening, Editing, Saving, and Printing a Presentation*

Parts of the PowerPoint Window; Open a Presentation and View a Slide Show; Create Folders/Save a Presentation; Edit a Slide's Text; Insert New Slide; Increase/Decrease List Levels; Check Spelling and Use Thesaurus; Add Speaker's Notes; Change Font/Font Sizes; Apply Font Styles; Align Text and Change Line Spacing; Modify Slide Layout; Change Presentation Theme; Create Headers and Footers; Preview and Print Presentation

PROJECT 15B Objectives and Activities: *Create and Format a Presentation*

Insert Slides from an Existing Presentation; Use Slide Sorter View; Select and Delete Slides; Move Slides; Insert Clip Art; Move/Size Images; Apply a Style to a Picture; Access PowerPoint Help

**Chapter 16 – Designing a PowerPoint Presentation**

PROJECT 16A Objectives and Activities: *Formatting a Presentation*

Format Slide Elements; Select Placeholder Text and Use the Repeat Key; Change a Bulleted List to a Numbered List; Modify the Bulleted List Style; Apply WordArt Styles to Text; Use Format Painter; Insert a Picture Use a Content Layout; Change the Size and Shape of a Picture; Insert and Position a Text Box; Insert, Size, and Position Shapes; Add Text to Shapes; Apply Shape and Picture Styles; Duplicate and Align Objects; and Apply Slide Transitions to a Presentation

**Chapter 17 – Enhancing a Presentation with Animation, Tables, and Charts**

PROJECT 17A Objectives and Activities: *Customize a Presentation*

Customize Slide Backgrounds and Themes; Hide Background Graphics; Format a Slide Background with a Picture; Apply a Background Fill Color and Reset a Slide Background; Modify Font Themes; Animate a Slide Show; Apply Entrance Effects; Set Effect and Time Options; Apply Animation to a SmartArt Graphic

**EXAM 4 – Unit IV: PRESENTATION GRAPHICS CONCEPTS using PowerPoint (12.5% of the final grade)**

**LAST WEEK OF CLASS: REVIEW FOR FINAL EXAM**

**FINAL EXAMINATION: Comprehensive exam will include objective and performance on all three software applications.  
(20% of the final grade)**