



MICROCOMPUTER APPLICATIONS

Course Syllabus

Date 11/29/11

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COURSE NUMBER: CPT 170

PREREQUISITE(S): ENG 032*, MAT 032*, RDG 032* (*Students may exempt that prerequisite via placement or prior college credit)

CO-REQUISITE(S): None

COURSE DESCRIPTIONS This course introduces microcomputer applications software, including word-processing, databases, spreadsheets, graphs, and their integration.

TEXTBOOK(S): New Perspectives Excel 2010 Intro, Cengage Publishing
New Perspectives Word 2010 Intro, Cengage Publishing
SAM 2010 Assessment, Training, and Projects v2.0
(Packaged with textbooks at SCC Bookstore)

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: .
USB flash drive

METHOD OF INSTRUCTION: Will be taught via the Internet using online WebCT, discussion board postings and electronic messaging. Hands-on where applicable.

GRADING SYSTEM:

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

The standard mathematical procedure for rounding will be applied to arrive at a whole number percentage in final grade calculation.

GRADE CALCULATION METHOD:

Tests (4)	=	50%
Projects	=	30%
Exam	=	20%
	=	<u>100%</u>

CONFIDENTIALITY:

All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

**APPROPRIATE
ONLINE BEHAVIOR:**

The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation are prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions include, but are not limited to:

- Inappropriate use of e-mail and discussion boards for:
 - ✓ Harassment
 - ✓ Unlawful solicitation
 - ✓ "Spamming"
 - ✓ "Flaming"

- Use of online editing tools within the course management software to:
 - ✓ Create offensive material
 - ✓ Link to inappropriate materials

**ATTENDANCE
POLICY:**

An electronic e-mail is required from each student to the instructor by the end of the drop/add period. If not received at this time, the Instructor will drop the student from the course.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending the online class and fails to initiate a withdrawal will remain on the class roster. *With this in mind, for every assignment, test or exam not completed while still enrolled in the course the student will receive a grade of zero and the final course grade will be calculated accordingly.*

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A

student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

An orientation is held the first week of class. All registered students will receive notification of the orientation by postal mail. Students (especially those who are taking an online course for the first time) should make every effort to attend this orientation. There is a SCC Online Blackboard Orientation Video Link located on the SCC Online link for students not able to attend the orientation. Students are responsible for the material covered during the orientation session.

**CLASSROOM
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to “disruptive behavior.”

**CLASS/LAB
PROCEDURES:**

This class involves computer applications and the concepts behind the applications. There is a possibility of minor adjustments being made in the schedule during the semester. Be sure to check the calendar, email and discussion board 2-3 times each week for changes and additions.

All lab projects must be completed and submitted for grading as scheduled. These should be submitted via the Assignments Link according to the Weekly Schedule. **No project can be submitted after its scheduled due date.**

If additional assistance is needed, the Open Computer Lab is located in the East Building in E-5. Please check the link from the STC home page or from the online class to access the hours of availability for the OCL.

All tests will be given using the SAM 2010 online testing software. Training activities will be available for students to practice prior to test dates. There will be a timeframe designated for each test with a single opportunity for completing the test.

If any test is not taken during the specified timeframe, the test grade will be recorded as a zero. **Makeup tests are given at the sole discretion of the instructor. Everyone will take a comprehensive final exam. The final exam will cover Word and Excel.**

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

Blackboard Technical Support

SCC Online provides technical Blackboard support from 7:30 a.m. – 9:00 p.m., Monday through Thursday and 7:30 a.m. – 1:00 p.m. on Fridays when classes are in session. E-mail is checked periodically on the weekend. Our website is <http://online.sccsc.edu>. Phone number is 592-4961 (local) or (888)364-9080 (toll free). E-mail address is scconline@sccsc.edu.

Department Head

Mrs. Marcia Schenck
592-4839
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**COURSE OUTCOMES
& OBJECTIVES:**

Upon satisfactory completion of this course, the student will be able to:

- I. Develop a basic understanding of Windows operating system.
 1. Describe basic windows terminology.
 2. Perform file and folder manipulation.
 3. Use Windows Explorer and My Computer for basic file organization tasks.

- II. Gain a basic understanding of Microsoft Word.
 1. Key in and print out a simple document using appropriate features of word processing software.
 2. Enhance text in a document.
 3. Format documents.
 4. Select and manipulate blocks of text.
 5. Use extra help features like speller, thesaurus, and grammar checker.

- III. Be able to use the advanced features of Microsoft Word.
 1. Use tables and graphics.
 2. Set up and utilize a mail merge.

- IV. Develop a basic understanding of Microsoft Excel.

1. Explain the fundamental concepts of spreadsheet.
 2. Enhance spreadsheets to improve their appearance.
 3. Use formulas in a spreadsheet for calculations and comparisons.
 4. Create charts based on spreadsheet data.
- V. Be able to apply advanced features of Microsoft Excel.
1. Use database functions such as sort, filter, and list.
 2. Understand the purpose and use of pivot tables.
- VI. Integrate Word and Excel with other programs including the World Wide Web.