



CPT 101 – Introduction to Computers

Information Systems Technology Department

Semester:

Catalog Course Description: This is a survey course which covers computer architecture, basic networking, fundamentals of operating systems, Internet concepts, and relevant contemporary topics. This course also provides an introduction to office productivity applications, such as word processing, spreadsheets, databases, and presentation software.

Prerequisite(s): ESL 100 or RDG 100

Credit Hours: 3.0

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Textbook(s): *Office 2007 XP, Brief Edition*, by: Rutkosky/ Seguin/Rutkosky. 2008. Paradigm Publishers. ISBN#: 978-0-76383-356-5.

Computers Understanding Technology Brief, 3rd ed., by: Fuller/Larson. 2008. Paradigm Publishers. ISBN#: 978-0-76383-440-1.

Equipment: **Software and System Requirements:**

- Microsoft Office Suite 2007 (Word, Excel, Access, PowerPoint)
- Instructor's suggested storage device.

General Education Core Competency Statement:

This course is designed to meet the college's general education core competency for:

Computer Literacy--Graduates should possess the computer skills to locate, retrieve, and synthesize data to create a document or presentation appropriate to the area of study.

Course Objectives: Upon completion of this course the student will be able to:

1. Explain the difference between hardware and software.
2. Explain how computers store and manipulate information.
3. Use system utilities to perform file management functions.
4. Understand what an operating system does, and give some examples of operating systems.
5. Discuss basic networking concepts.
6. Use the Internet to search for information.

7. Use e-mail.
8. Discuss business uses of the Internet and be familiar with Internet terminology.
9. Discuss the importance of technology to future careers, lifelong learning, and daily living for individuals of all ages.
10. Demonstrate proficiency in the use of application software such word processing, spreadsheet, database, and presentation software to produce documents.

Course Outcomes and Competencies:

Intended Course Outcome 1:

CPT 101 students will demonstrate knowledge of computer literacy core competency.

Course Competency:

Students will complete an Internet research project assigned by the instructor in which they will research a topic related to the area of study and prepare a written document or PowerPoint presentation upon completion of the project.

Performance Measurement Instrument:

An assessment rubric developed by the instructor will be used to evaluate the project. The average rating of student achievement for the project will be 3 or higher on a scale of 1-4.

Intended Course Outcome 2:

CPT 101 students will demonstrate overall knowledge of Introduction to Computers course objectives.

Course Competency:

Students taking CPT-101 Introduction to Computers during the semester will complete a final examination covering the course learning objectives.

Performance Measurement Instrument:

A standardized departmental final exam developed by faculty, which is based on the course learning objectives, will be administered each semester.

Course Attendance:

Students are expected to attend all class sessions and are responsible for class work, homework, lecture notes, reading assignments, etc., regardless if you are present or not. Record keeping for attendance purposes will begin the first day the class meets.

Students may not miss more than twice the number of days the class meets per week. After exceeding this limit, the instructor may take extenuating circumstances (e.g. withdrawing student from course).

There is no such thing as an **EXCUSED ABSENCE**. On certain occasions, circumstances may arise such as illness, personal issues, or transportation problems that prevent you from attending class. In such cases, the maximum number of absences (regardless of the reason) is still twice the number of meeting times per week. If a student must be absent, it is the student's responsibility to notify the instructor as quickly as possible of the absence and complete missed assignments as a result of the absence at the instructor's discretion. You are responsible for all material and announcements presented, whether you are present or absent.

Withdrawal: Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student's transcript. Should the maximum allowable absences be exceeded after midterm, a "W" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal.

Course Grading: To be announced by instructor.

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| Grading Scale: | 90-100 | A | Superior Work |
| | 80-89 | B | Good Work |
| | 70-79 | C | Average Work |
| | 60-69 | D | Below Average Work |
| | 0-59 | F | Unsatisfactory Work |

PLEASE NOTE: Should change become necessary, the instructor reserves the right to adjust the requirements, pace, or scheduling of this course. Any change will be announced in class before it becomes effective.



College Policies

Students are expected to read the student handbook and abide by its policies. Copies of the handbook may be obtained at various locations on campus and is located on the web:

<http://www.midlandstech.edu/planner/>

Academic Dishonesty: The Student Code addresses what constitutes academic dishonesty. All forms of dishonesty including, but not limited to, cheating on tests, plagiarism, collusion and falsification, will call for discipline.

CHEATING ON TESTS includes:

- Copying from another student's paper.
- Using materials during a test not authorized by the person giving the test.
- Collaborating with any other person during a test without permission.
- Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part the contents of any un-administered test.
- Bribing any other person to obtain information about tests.
- Substituting for another student, or permitting another student to substitute for oneself.

PLAGIARISM is the appropriation of any other person's work and unacknowledged incorporation of that work in one's own work offered for credit.

Campus Emergency Protocol: Students and employees are asked to report safety concerns or suspicious activities to Campus Security at 7199 (on campus) or 738-7199 (cell phone or off campus). In the event of an emergency, employees and/or students should immediately call Campus Security or local 911. If an emergency occurs, the college will use a variety of methods to communicate additional information and instructions including the MTC Information Centers, campus loud speakers, MTC Alerts! (http://www.midlandstech.edu/Phone_Alert.htm), voice mail, email, college Intranet, and the MTC website homepage.

Inclement Weather Policy: In the event weather conditions or other emergencies cause the closing or a delayed start of Midlands Technical College, announcements will be made over local radio and TV stations, on the MTC Web site, and on the college's information line (803-738-8234). Notices will be sent to students via Campus Cruiser Mail when applicable. Separate announcements may be made for day and evening classes as weather conditions change during the day.

If the college closing or reopening means that there is at least 30 minutes of a class remaining, plan to attend that class. For example, if the college opens at 10:00 a.m. in TTH, classes that normally meet at 8:00 a.m. will not meet, but classes beginning at 9:30 a.m. will meet. If the college closes at 8:00 p.m., 6:00 p.m. classes will meet for their regular time, but 7:35 p.m. classes will not meet since there are fewer than 30 minutes remaining in class.

Student E-Mail Accounts: All MTC students are assigned a college e-mail account upon admission to the college. This account is called "Campus Cruiser Mail." Campus Cruiser Mail is the primary mode by which the college communicates with students. Students are responsible for checking their college e-mail on a regular basis for important information and announcements about registration, financial aid, cancelled classes, emergency announcements and other notices. Students can use their college e-mail accounts to communicate with faculty, staff, fellow students, and others, in support of their educational pursuits. In addition to e-mail, students will also have access to maintaining personal calendars and "tasks lists" through their Campus Cruiser e-mail account.

Student Evaluation of Instruction: Students have the opportunity to evaluate this course. The confidential evaluation process is conducted through MTC Online using the individual student's username and password. Announcements will be made during the term concerning how and when to complete the online evaluation. Students are encouraged to participate in this process.

Students Requiring Special Accommodations: If special accommodations are needed for a student with a disability, the student should go to Counseling Services on Beltline or Airport Campus for assistance. Documentation regarding a specific disability is required in order for special arrangements to be made. Confidentiality of information received will be maintained.