



## CPT 101 – Introduction To Computers

### Information Systems Technology Department

Semester: Spring 2010

**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

**Departmental Website:** <http://www.midlandstech.edu/edu/ed/ISM/CPT/>

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**Departmental Assistant:** Kristine Newton  
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**Department Chair:** Bruce Martin  
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**Class Schedule(s):** CPT-101-B16, Monday/Wednesday, 12:45pm – 2:10pm, RH 103

**Office Hours:** Mon/Wed – 2:15pm – 4:15pm  
Tue/Thu – 4:00pm – 5:00pm  
Fri – 9:00am – 11:00am

**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#: 978-0-76382-937-7.

**Equipment:** Flash Drive for storing files on.  
**Access to Microsoft Office 2007**

**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:

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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.

**Intended Course Outcome 2:** CPT 101 students will demonstrate overall knowledge of Introduction to Computers course objectives.

**Course Competency:** Students taking Introduction to Computers will complete a standardized departmental final examination related to course objectives.

**Measurement Instrument and Success Criteria:** The instructor will evaluate students' answers to the questions.

**Course Attendance:** Students may not miss more than 15% of scheduled classes, regardless of the reason for the absence. After exceeding this limit, a student will be withdrawn from the class by the instructor.

Students are expected to arrive in class on time. Class roll will be taken at the start of each class. If you are late, it is your responsibility to contact the instructor at the end of class to be marked tardy.

Please note the following: 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 Requirements:** Projects and other homework must be submitted on the date due in order to receive credit for correct work. Personal computer and Internet problems are not an excuse for late work – if you start your homework early, you can always use the ASC or a public library computer system to complete assignments in case of personal computer difficulties. Students should save all electronic messages sent to an instructor, copies of all submitted material, and all returned work until the course grade is posted.

It is the responsibility of each student to be present in class. If a student must miss class during a scheduled exam they should contact the instructor prior to the start of the class period. If a student has made contact with the instructor, the student will be allowed to take the exam in the testing center the following week.

|                        |                           |     |
|------------------------|---------------------------|-----|
| <b>Course Grading:</b> | Class Participation       | 10% |
|                        | Homework Projects         | 20% |
|                        | Internet Research Project | 20% |
|                        | Exams 1-3                 | 30% |
|                        | Final Exam                | 20% |

|                       |        |   |                     |
|-----------------------|--------|---|---------------------|
| <b>Grading Scale:</b> | 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 |

**Classroom Rules/Other:** Students are expected to participate in all class discussions. However, disruptive behavior will not be tolerated. Class participation will be calculated in the final grade.

**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 one self.

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](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.

**Course Topic Outline/Course Calendar with Assignments:**

|             | Topic   | Textbook                   | Lesson                |
|-------------|---|----------------------------|-----------------------|
| January 11  | Course Introduction / WebCT   |                            |                       |
| January 13  | Our Digital World   | Understanding Technology   | Chapter 1             |
| January 18  | <b>COLLEGE CLOSED</b>   |                            |                       |
| January 20  | Input and Processing  | Understanding Technology   | Chapter 2             |
| January 25  | Output and Storage  | Understanding Technology   | Chapter 3             |
| January 27  | Telecommunications and Networks   | Understanding Technology   | TI C1-C13             |
| February 1  | The Internet and the World Wide Web<br>Computer Ethics<br>Computer Jobs | Understanding Technology   | TI D1-D10<br>TI E1-E9 |
| February 3  | <b>Exam #1</b>  |                            |                       |
| February 8  | System Software   | Understanding Technology   | Chapter 4             |
| February 10 | Application Software  | Understanding Technology   | Chapter 5             |
| February 15 | Windows XP  | Office 2007 Brief Edition  |                       |
| February 17 | Windows XP  | Office 2007 Brief Edition  |                       |
| February 22 | Internet Explorer 7.0   | Office 2007 Brief Edition  |                       |
| February 24 | <b>Exam #2</b>  |                            |                       |
| March 1     | Word 2007   | Office 2007 Brief Edition  | Section 1             |
| March 3     | Word 2007   | Office 2007 Brief Edition  | Section 2             |
| March 8     | <b>COLLEGE CLOSED</b>   | <b>SPRING BREAK</b>        |                       |
| March 10    | <b>COLLEGE CLOSED</b>   | <b>SPRING BREAK</b>        |                       |
| March 15    | Word 2007   | Office 2007 Brief Edition  | Section 3             |
| March 17    | Excel 2007  | Office 2007 Brief Edition  | Section 1             |
| March 22    | Excel 2007  | Office 2007 Brief Edition  | Section 2             |
| March 24    | Excel 2007  | Office 2007 Brief Edition  | Section 3             |
| March 29    | <b>Exam #3</b>  |                            |                       |
| March 31    | PowerPoint 2007   | Office 2007 Brief Edition  | Section 1             |
| April 5     | PowerPoint 2007   | Office 2007 Brief Edition  | Section 2             |
| April 7     | Access 2007   | Office 2007 Brief Edition  | Section 1             |
| April 12    | Access 2007   | Office 2007 Brief Edition  | Section 2             |
| April 14    | Access 2007   | Office 2007 Brief Edition  | Section 3             |
| April 19    | Integrating Programs  | Office 2007 Brief Edition  |                       |
| April 21    | Internet Project Work   |                            |                       |
| April 26    | Review  |                            |                       |
| May 3       | <b>FINAL EXAM</b>   | <b>10:30 AM – 12:30 PM</b> | <b>May Change</b>     |

**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.**