



CPT 170 – Microcomputer Applications

Information Systems Technology Department

Semester: Spring 2009

Catalog Course Description:	This course introduces microcomputer applications software, including word processing, databases, spreadsheets, graphs, and their integration.
Prerequisite(s):	RDG 100, MAT 100
Credit Hours:	3.0
Departmental Website:	http://www.midlandstech.edu/edu/ed/ISM/CPT/
Instructor:	Ron Brock
Telephone:	(803) 898-3295 *Note: This is a non-Midlands Tech phone number
E-mail:	brockr@midlandstech.edu , brockron@yahoo.com
Campus Mailbox:	Congaree Hall, Airport Campus
Departmental Assistant:	Kristine Newton Newtonk@midlandstech.edu
Department Chair:	Marian R. Nurse nursem@midlandstech.edu
Class Schedule(s):	Tuesday/Thursday, 6:00 pm – 7:25 pm, Airport Campus, Congaree Hall – Room 116
Textbook(s):	<i>Marquee Series Microsoft Office 2007 XP</i> by: Rutkosky/Seguin/Rutkosky. 2008. Paradigm Publishers. ISBN#: 978-0-76382-694-9.
Equipment:	A removable storage device, such as a USB thumb drive.
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. Demonstrate proficiency in operating computer software, including word processing, spreadsheets, database, and internet to create professional documents.
2. Use the Windows Operating System to manage and store files.
3. Identify the components of a relational database: fields, records and tables.
4. Produce a multi-slide presentation using presentation software.
5. Demonstrate sending and receiving of E-mail with attachments.
6. Integrate documents among programs.

Course Outcomes and Competencies:

Intended Course Outcome: Students will demonstrate overall knowledge of microcomputer applications course objectives.

Course Competency: Students will demonstrate their overall knowledge of word processing, electronic spreadsheet, database, and presentation software.

Performance Measurement Instrument: A final examination developed by Information Systems faculty based on the course learning objectives will be administered each semester.

Course Attendance:

The departmental policy will apply. The number of absences allowed is 15% of the number of scheduled classes – **four absences**. On the fifth absence the student is dropped from the course. Roll is taken during the first 15 minutes of class. If a student arrives after the first 15 minutes or **LEAVES BEFORE CLASS IS DISMISSED WITHOUT ADVANCED APPROVAL**, the student will be considered absent. 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:

At the end of each application students will be given a written exam and hands on project to demonstrate their proficiency. The Final Exam will be a written Departmental exam covering all four applications.

NO MAKEUP TEST GIVEN WITHOUT PRIOR APPROVAL:**Course Grading:**

FOUR TEST @ 5% each	20%
FOUR PROJECTS @ 15% each	60%
HOMEWORK	10%
DEPARTMENTAL ASSESSMENT	10%

Grading Scale:

94-100	A	Superior Work
87-93	B	Good Work
78-86	C	Average Work
0-77	F	Unsatisfactory Work

Course Calendar with Course Topic Outline		
Week	Date	Topic
1	T: 1/13/09	OVERVIEW
	R: 1/15/09	WORD: LESSON 1
2	T: 1/20/09	WORD: LESSON 1-2
	R: 1/22/09	WORD: LESSON 2
3	T: 1/27/09	WORD: LESSON 3
	R: 1/29/09	WORD: LESSON 3-4
4	T: 2/3/09	WORD: LESSON 4
	R: 2/5/09	WORD TEST
5	T: 2/10/09	EXCEL: LESSON 1
	R: 2/12/09	EXCEL: LESSON 1-2
6	T: 2/17/09	EXCEL: LESSON 2
	R: 2/19/09	EXCEL: LESSON 3
7	T: 2/24/09	EXCEL: LESSON 3-4
	R: 2/26/09	EXCEL: LESSON 4
8	T: 3/3/09	REVIEW
	R: 3/5/09	EXCEL TEST
9	T: 3/10/09	<i>Student Holiday – NO CLASS</i>
	R: 3/12/09	<i>Student Holiday – NO CLASS</i>
10	T: 3/17/09	ACCESS: LESSON 1
	R: 3/19/09	ACCESS: LESSON 1-2
11	T: 3/24/09	ACCESS: LESSON 2
	R: 3/26/09	ACCESS: LESSON 3
12	T: 3/31/09	ACCESS: LESSON 3-4
	R: 4/2/09	ACCESS: LESSON 4
13	T: 4/7/09	ACCESS TEST
	R: 4/9/09	POWER POINT: LESSON 1
14	T: 4/14/09	POWER POINT: LESSON 1-2
	R: 4/16/09	POWER POINT: LESSON 2
15	T: 4/21/09	POWER POINT: LESSON 3
	R: 4/23/09	POWER POINT TEST
16	TBD	FINAL

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.