



## CPT 170-B9Y – Microcomputer Applications

### Information Systems Technology Department

**Semester: Fall 2009**

<b>Catalog Course Description:</b>	This course introduces microcomputer applications software, including word processing, databases, spreadsheets, graphs, and their integration.
<b>Prerequisite(s):</b>	RDG 100, MAT 100
<b>Corequisite(s):</b>	[Delete if none]
<b>Credit Hours:</b>	3.0
<b>Departmental Website:</b>	<a href="http://www.midlandstech.edu/edu/ed/ISM/CPT/">http://www.midlandstech.edu/edu/ed/ISM/CPT/</a>
<b>Desire2Learn Login Page:</b>	<a href="https://elearn.midlandstech.edu/">https://elearn.midlandstech.edu/</a>
<b>Instructor:</b>	Larry Maddox
<b>Telephone:</b>	(803) 898-3522 *Note: This is a non-Midlands Tech phone number
<b>E-mail:</b>	<a href="mailto:maddoxl@midlandstech.edu">maddoxl@midlandstech.edu</a>
<b>Personal Website:</b>	<a href="http://www.midlandstech.edu/edu/ed/ism/maddox/">http://www.midlandstech.edu/edu/ed/ism/maddox/</a>
<b>Departmental Assistant:</b>	Kristine Newton <a href="mailto:Newtonk@midlandstech.edu">Newtonk@midlandstech.edu</a>
<b>Department Chair:</b>	Bruce Martin <a href="mailto:martinb@midlandstech.edu">martinb@midlandstech.edu</a>
<b>Class Schedule(s):</b>	Thursday s, 6:00 p.m. – 7:55 p.m., Beltline Campus, Richland Hall, Room 103
<b>Office Hours:</b>	Before/after class or ph phone or e-mail. The e-mail system within Desire2Learn will be the primary form of communication for this course.
<b>Textbook(s):</b>	<i><u>Marquee Series Microsoft Office 2007 XP</u></i> by: Rutkosky/Seguin/Rutkosky. 2008. Paradigm Publishers. ISBN#: 978-0-76382-694-9.
<b>Equipment:</b>	Students MUST have access to a microcomputer with Microsoft Office 2007 Professional software loaded (this includes: Word, Excel, Access, and PowerPoint). A removable storage device, such as a USB thumb drive is recommended.
<b>General Education Core Competency Statement:</b>	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. Students may not miss more than 15% of scheduled classes, regardless of the reason. After exceeding this limit (which is two classes for this course), a student will be withdrawn from the class by the instructor.

**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:**

**Homework:**

Homework will be assigned weekly and must be submitted by the due date – late assignments will not be accepted. Assignments must be submitted on-line via Desire2Learn. Completing assignments and submitting them on time is critical to passing this course as they will make up 70% of your course grade. (Note: The single lowest homework grade will be dropped before determining the overall course homework grade).

**Exams:**

There will be an end of section exam for Word, Excel, Access, and PowerPoint. The exam will consist of 25 multiple choice questions and will be completed on-line via Desire2Learn. The average of these four exams will make up 10% of your course grade.

The final exam will be a standardized departmental assessment covering the entire course. The test will be administered in class. Make up exams will not be given. The final exam will make up 20% of your course grade.

**Course Grading:**

Course grade will be determined by the following:

Class/Homework:	70%
Section Exams:	10%
Final Exam:	20%

<b>Grading Scale:</b>	94-100	A	Superior Work
	87-93	B	Good Work
	78-86	C	Average Work
	0-77	F	Unsatisfactory Work

**Academic Honesty:** All course work must be a product of student's own efforts. Obtaining assistance is acceptable, except for exams; however, turning in someone else's work as your own is not classified as "assistance." All academic honesty issues will be referred to the Office of the Director of Student Life as stated in the student handbook.

**Classroom Rules/Other:** Students with disabilities that require in-class accommodations should call the Counseling/Disability Resource Center at 738-7636 (Beltline) or 822-3505 (Airport)

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

Week 1	Thurs, Sep 24	Course Overview Windows XP & Internet Explorer
Week 2	Thurs, Oct 1	Word Section 1 and 2
Week 3	Thurs, Oct 8	Word Section 3 & 4 Assignment 2 Due Word Quiz
Week 4	Thurs, Oct 15	Excel Section 1 and 2 Assignment 3 Due
Week 5	Thurs, Oct 22	Excel Section 3 and 4 Assignment 3 Due Excel Quiz
Week 6	Thurs, Oct 29	Access Section 1 Assignment 4 Due
Week 7	Thurs, Nov 5	Access Section 2 Assignment 5 Due
Week 8	Thurs, Nov 12	Access Section 3 and 4 Assignment 6 Due Access Quiz
Week 9	Thurs, Nov 19	PowerPoint Section 1 and 2 Assignment 7 Due
Week 10	<i>Thurs, Nov 26</i>	<i>THANKSGIVING HOLIDAY</i>

Week 11	Thurs, Dec 3	PowerPoint Section 3 Assignment 8 Due PowerPoint Quiz
Week 12	<b>Thurs, Dec 10</b>	<b><u>Final Departmental Assessment</u></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.**