



CPT 101 – Introduction To Computers

Information Systems Technology Department

Fall 2009

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/
Desire2Learn Information:	Desire2Learn is the college's online learning management system. Registered students are automatically enrolled, and have access to all courses 4 days prior to the start of the semester. Students access Desire2Learn at https://elearn.midlandstech.edu with the same username and password they use for MTC Online. Students will submit their lab exercises using Desire2Learn.
Instructor:	Christie Stoddard
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Departmental Assistant:	Kristine Newton Newtonk@midlandstech.edu
Department Chair:	Bruce Martin martinb@midlandstech.edu
Class Schedule(s):	A02 Section – Monday & Wednesday – 8 to 9:25 a.m. – Saluda Hall, Room 121 A03 Section – Monday & Wednesday – 9:35 to 11 a.m. – Saluda Hall, Room 121
Office Hours:	By appointment.
Textbook(s):	<i>Office 2007 XP, Brief Edition</i> , by: Rutkosky/ Seguin/Rutkosky. 2008. Paradigm Publishers. ISBN#: 978-0-76383-356-5. <i>Computers Understanding Technology Brief, 3rd ed.</i> , by: Fuller/Larson. 2008. Paradigm Publishers. ISBN#: 978-0-76382-937-7.
Equipment:	USB (flash) drive for document storage.

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.

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 four classes (15% of the total class periods), regardless of the reason for the absence. After exceeding this limit, you will be withdrawn from the class by your instructor.

Upon entry into the class, you will sign in on a class roster. Students arriving late may check-in with the instructor after class in order to be marked tardy. Three marks of tardy will count as one absence.

Students are required to remain in class until class is dismissed and will be marked absent, unless prior arrangements are made in advance with the instructor. Attendance records will not be changed retroactively after the scheduled class meeting.

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 Grading:

Tests / Projects:	50%
Lab / Course Assignments	40%
Final Exam	10%

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

Classroom Rules:

1. No food or beverages.
2. No cell phones or beepers.
3. No iPods, CD players, radios, or other similar devices.
4. No e-mailing, instant messaging, or text messaging.
5. No surfing the Internet unless required by class.
6. No working on lab assignments while the instructor is addressing the class.
7. No bringing others with you to class.
8. No using the classroom printer for non-related course activities.

Course Topic Outline/Course Calendar with Assignments:

See attached sheet. 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.

CPT 101 Schedule

Date	Classroom Topic(s)	Textbook
Monday, August 24, 2009	Class Orientation Internet Explorer	Lab: Sections 1
Wednesday, August 26, 2009	Copy Student Data Files Windows XP	Lab: Sections 1 and 2
Monday, August 31, 2009 Wednesday, September 02, 2009	Our Digital World WORD	Concepts: Chapter 1 Lab: Section 1
Monday, September 07, 2009 Wednesday, September 09, 2009	Labor Day Holiday / College Closed Our Digital World (cont'd) WORD	Concepts: Chapter 1 (cont'd) Lab: Sections 1 and 2
Monday, September 14, 2009 Wednesday, September 16, 2009	Test #1 (Chapter 1) WORD	(Concepts Text / Scantron) Lab: Sections 2 and 3
Monday, September 21, 2009 Wednesday, September 23, 2009	Input and Processing WORD	Concepts: Chapter 2 Lab: Section 3
Monday, September 28, 2009 Wednesday, September 30, 2009	Input and Processing (cont'd) Output and Storage EXCEL	Concepts: Chapter 2 (cont'd) Concepts: Chapter 3 Lab: Section 1
Monday, October 05, 2009 Wednesday, October 07, 2009	Output and Storage (cont'd) EXCEL	Concepts: Chapter 3 (cont'd) Lab: Sections 1 and 2
Monday, October 12, 2009 Wednesday, October 14, 2009	Student Holiday Test #2 (Chapters 2 and 3) EXCEL	(Concepts Text / Scantron) Lab: Sections 2 and 3
Monday, October 19, 2009 Wednesday, October 21, 2009	System Software EXCEL	Concepts: Chapter 4 Lab: Section 3
Monday, October 26, 2009 Wednesday, October 28, 2009	System Software (Cont'd) ACCESS	Concepts: Chapter 4 (cont'd) Lab: Section 1
Monday, November 02, 2009 Wednesday, November 04, 2009	Application Software ACCESS	Concepts: Chapter 5 Lab: Sections 1 and 2
Monday, November 09, 2009 Wednesday, November 11, 2009	Test # 3 (Chapters 4 and 5) ACCESS	(Concepts Text / Scantron) Lab: Sections 2 and 3
Monday, November 16, 2009 Wednesday, November 18, 2009	Telecommunication and Networks ACCESS	Concepts: Tech Insights (after Ch 3) Lab: Section 3
Monday, November 23, 2009 Wednesday, November 25, 2009	POWERPOINT Student Holiday	Lab: Section 1
Monday, November 30, 2009 Wednesday, December 02, 2009	POWERPOINT POWERPOINT	Lab: Section 2 Lab: Section 3
Monday, December 07, 2009	Test # 4 (PowerPoint Project)	Submit to Dropbox
Exam - TBA MTC Exam Schedule	Final Exam (Scantron)	Cumulative: Concepts: Chapter 1-5 Concepts: Tech Insights Word/Excel/Access/PowerPoint