



CPT 170 – Microcomputer Applications

Information Systems Technology Department

Semester: 2009 Fall

Catalog Course Description:	This course introduces microcomputer applications software, including word processing, databases, spreadsheets, graphs, and their integration.
Prerequisite(s):	RDG 100, MAT 100
Corequisite(s):	
Credit Hours:	3.0
Departmental Website:	http://www.midlandstech.edu/edu/ed/ISM/CPT/
Online Course Information:	http://elearn.midlandstech.edu (Login page for Desire2Learn system)
Instructor:	Mr. Stamarian Watts
Office:	
Telephone:	803.738.7776
FAX:	
E-mail:	wattss@midlandstech.edu (use Desire2Learn email for primary contact)
Campus Mailbox:	
Personal Website:	
Departmental Assistant:	Kristine Newton Newtonk@midlandstech.edu
Department Chair:	Bruce Martin martinb@midlandstech.edu
Program Coordinator:	Bruce Martin (martinb@midlandstech.edu)
Class Schedule(s):	Section B55 – Monday/Wednesday 7:35-9:00PM [RH 108]
Office Hours:	n/a
Textbook(s):	<i>Marquee Series Microsoft Office 2007 XP</i> by: Rutkosky/Seguin/Rutkosky. 2008. Paradigm Publishers. ISBN#: 978-0-76382-694-9.
Additional Textbooks/Readings:	
Equipment:	A flash drive to save programs is <u>highly recommended</u> .
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:

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. Attendance will be taken at the beginning of the class period. Students not answering to the roll call at that time will be marked absent. 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 otherwise 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 Requirements:

Weekly Homework Assignments, Weekly Quizzes, Midterm Exam, Final Exam, and Hands-on Projects for Office Applications [assignments & instructions will be posted on D2L]

- All work will be submitted via Desire2Learn unless otherwise authorized
- All work should be saved on backup storage devices (Disk, CD, USB, etc).

No make-up work for ANY assignments, quizzes, tests, or exams

Course Grading:

Homework graded for completion; other assignments graded for accuracy of submitted work. LATE WORK PENALTY: 15 points deducted if submitted by next class meeting date, otherwise grade of zero (0) recorded

FINAL GRADE CALCULATION (by percentage): Homework: 20; Quizzes: 10; Final Exam: 10; Office Application Projects: 60

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

Special Procedures:**Field Trips:**

Classroom Rules/Other: Respect for all individuals in the classroom (students and instructors) is expected
No food or drinks allowed in the classroom

Course Topic Outline/Course Calendar with Assignments:

**Midlands Technical College
CPT 242 - Database
Course Outline – Spring 2009**

DISCLAIMER: The contents of this outline are subject to change - See **D2L** for details on specific assignments.

Day	Date	Agenda
Monday	August 24, 2009	Class Introduction
Wednesday	August 26, 2009	Windows XP
Monday	August 31, 2009	Windows XP
Wednesday	September 2, 2009	Microsoft Word
Monday	September 7, 2009	Microsoft Word
Wednesday	September 9, 2009	Microsoft Word
Monday	September 14, 2009	Microsoft Word
Wednesday	September 16, 2009	Microsoft Word
Monday	September 21, 2009	Microsoft Excel
Wednesday	September 23, 2009	Microsoft Excel
Monday	September 28, 2009	Microsoft Excel
Wednesday	September 30, 2009	Microsoft Excel
Monday	October 5, 2009	Midterm Review
Wednesday	October 7, 2009	Midterm Exam
Monday	October 12, 2009	Fall Break
Wednesday	October 14, 2009	Microsoft Excel
Monday	October 19, 2009	Microsoft Excel
Wednesday	October 21, 2009	Microsoft Access
Monday	October 26, 2009	Microsoft Access
Wednesday	October 28, 2009	Microsoft Access
Monday	November 2, 2009	Microsoft Access
Wednesday	November 4, 2009	Microsoft Access
Monday	November 9, 2009	Microsoft Access
Wednesday	November 11, 2009	Microsoft Access
Monday	November 16, 2009	Microsoft Access
Wednesday	November 18, 2009	Microsoft PowerPoint
Monday	November 23, 2009	Microsoft PowerPoint
Wednesday	November 25, 2009	Student Holiday
Monday	November 30, 2009	Microsoft PowerPoint
Wednesday	December 2, 2009	Microsoft PowerPoint
Monday	December 7, 2009	Final Review
MONDAY	December 14, 2009	FINAL EXAM

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