CPT 101
INTRODUCTION TO COMPUTERS

Course Description
This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and operating systems. Prerequisites: RDG 100, ENG 032, and MAT 032. 3 Cr.

Course Focus
This course is designed to provide the student with basic knowledge of computer systems and applications, current trends and related careers in the computer industry, how a computer functions, and how to use computer word processing, spreadsheet, database, and presentation software.

Text and References
Bundle ISBN: 0-133814572

Course Goals
The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives.
1. identify four basic computing functions
2. categorize computers
3. understand basic computer terminology
4. list hardware components of a computer system and their function
5. identify types of software and their used
6. identify ethically responsible and safe computing practices
7. describe various types of networks
8. identify components that make up a network
9. identify types of computer crime
10. set browser security functions
11. identify measures for safeguarding your computer/data
12. recognize operating systems and their functions
13. navigate a computer file system
14. identify file extensions
15. access and search the Internet
16. manage files and folders
17. copy files to and from removable storage
18. navigate using Windows Explorer
19. create, name, and save files
20. be familiar with creating an email account
21. create, send, and reply to email messages
22. investigate personal computer purchasing specifications
23. recognize advantages and disadvantages of computer use
24. open and close application software programs
25. save, preview, and print application software files
26. apply formatting to application software files
27. utilize application software help system
28. create and edit word processing documents
29. design and edit spreadsheets
30. create charts in spreadsheet
31. apply formulas, functions, and what-if analysis to spreadsheets
32. create slides using presentation software
33. enhance slideshow presentations to add visual interest and clarity
34. design and edit a simple database
35. run database queries
36. create simple database forms and reports
37. compress files
38. extract data from compressed files
39. use templates to create documents
40. become familiar with cloud computing

Student Contributions
Each student will spend 2.5 hours per week in class and another 2-3 hours preparing for class and completing assignments to turn in weekly. Each week students will turn in assignments as specified on Blackboard. In addition, chapter tests are to be completed at the end of each chapter assigned. Students will also complete a midterm and final exam/project to demonstrate their knowledge of the material.

Course Evaluation
Final grades for this course are calculated as follows:
- Tests: 40%
- Assignments: 40%
- Final Exam/Project: 20%

Course Schedule
The schedule for this course is provided on Blackboard.
ADA Statement
The Technical College of the Lowcountry provides access, equal opportunity and reasonable
accommodation in its services, programs, activities, education and employment for individuals with
disabilities. To request disability accommodation, contact the counselor for students with disabilities at
(843) 525-8228 during the first ten business days of the academic term.

Attendance
1. The College’s statement of policy indicates that students must attend ninety percent of total class
   hours or they will be in violation of the attendance policy.
2. Students not physically attending class during the first ten calendar days from the start of the
   semester must be dropped from the class for NOT ATTENDING.
3. Students taking an online/internet class must sign in and communicate with the instructor within
   the first ten calendar days from the start of the semester to indicate attendance in the class.
   Students not attending class during the first ten calendar days from the start of the semester must
   be dropped from the class for NOT ATTENDING.
4. Reinstatement requires the signature of the division dean.
   a. In the event it becomes necessary for a student to withdraw from the course OR if a student
      stops attending class, it is the student’s responsibility to initiate and complete the necessary
      paperwork. Withdrawing from class may have consequences associated with financial aid and
      time to completion.
   b. When a student exceeds the allowed absences, the student is in violation of the attendance
      policy. The instructor MUST withdrawal the student with a grade of “W”, “WP”, or “WF”
      depending on the date the student exceeded the allowed absences and the student’s progress
      up to the last date of attendance or
   c. Under extenuating circumstances and at the discretion of the faculty member teaching the class,
      allow the student to continue in the class and make-up the work. This exception must be
      documented at the time the allowed absences are exceeded.
   d. Absences are counted from the first day of class. There are no "excused" absences. All absences
      are counted, regardless of the reason for the absence.
   e. A student must take the final exam or be excused from the final exam in order to earn a non-
      withdrawal grade.

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A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

Hazardous Weather
In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp.

Academic Misconduct
There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.