CPT 101
INTRODUCTION TO COMPUTERS

COURSE DESCRIPTION

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and operating systems.

3 Credits
Prerequisites: ENG 032, RDG 100, MAT 032.

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


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 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 use
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. Identify measures for safeguarding your computer/data
11. Identify uses of technology in various aspects of society
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. Open and close application software programs
24. Save, preview, and print application software files
25. Apply formatting to application software files
26. Utilize application software help system
27. Format characters and paragraphs in word processing software
28. Change settings in application software programs
29. Create and format tables in word processing software
30. Insert and modify headers and footers in application software programs
31. Insert and format WordArt in application software programs
32. Create and format footnotes, endnotes, citations, and bibliographies in word processing documents
33. Create and edit word processing documents
34. Insert and format pictures in application software programs
35. Design and edit spreadsheets
36. Create and format charts in spreadsheets
37. Apply formulas, functions, and what-if analysis to spreadsheets
38. Create slides using presentation software
39. Enhance slideshow presentations to add visual interest and clarity
40. Apply animation effects to slides
41. Design and edit a simple database
42. Create and run simple database queries
43. Create basic database forms and reports
44. Compress files
45. Extract data from compressed files
46. Become familiar with cloud computing

**STUDENT CONTRIBUTION**

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. Students will also complete a midterm and final exam project to demonstrate knowledge of the material.
COURSE EVALUATION

Final grades for this course are calculated as follows:
- Introduction to Technology Test/SAM Exams: 20%
- Assignments: 40%
- Midterm Exam Project (PowerPoint): 20%
- Final Exam Projects (Word and Excel): 20%

COURSE SCHEDULE

The schedule for this course is provided in Blackboard on the Assignments & Tests page. Students should complete all assignments and tests for this course in the order presented on the Assignments & Tests page in Blackboard. It is important that all instructions in Blackboard are followed carefully as some assignments are completed and uploaded in Blackboard and others are completed and uploaded in SAM. The instructions in Blackboard indicate what is to occur with each assignment.

Approved by: _______________________________ Developed/Revised: 8/15/2015
Ken Flick, Division Dean for Business/Industrial Division
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.

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.

ATTENDANCE

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.

- 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.
- 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.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.
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 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.

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.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

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, WORLD 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.

EMERGENCY TEXT MESSAGE ALERT

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on “emergency Text Alert at TCL” and fill out the form or go to www.tcl.edu/textalert.asp.

SYLLABUS SAFETY ADDENDUM

Purpose

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

Definition

An incident is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

An emergency is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using 911 if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

A disaster is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling 911 and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.
Types of Emergencies

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or criminal behavior
- Psychological Crisis

Procedures

Active Shooter

Building Evacuation
1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.

2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.

3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.

4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.

5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

Campus Evacuation
1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.

2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

Lockdown
1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor’s directions
8. Silence cell phones
9. Wait for the “All Clear” before leaving