

**NORTHEASTERN TECHNICAL COLLEGE  
COURSE OUTLINE**

<b>COURSE:</b>	<b>PREFIX</b>	<b>NO:</b>	<b>EFFECTIVE DATE</b>	<b>NEXT REVIEW DATE</b>
	CPT	101	January 2009	August 2009
<b>TITLE:</b>			<b>CREDITS</b>	<b>CONTACTS</b>
				<b>CLASS - LAB - TOTAL</b>
INTRODUCTION TO COMPUTERS			3	3    0    3

**PREREQUISITES:** Keyboarding skills or permission of instructor.

**DESCRIPTION:** This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

**TEXTBOOK(S) OR ALTERNATIVE:** New Perspectives on Microsoft Office 2007: First Course, Shaffer, Carey, Finnegan, Adamski, Ageloff, and Zimmerman, Course Technology division of Thomson Learning, Inc., 2008.

**MATERIALS (specifying those to be purchased by student):**

Textbook  
USB Storage Media

**COLLATERAL READING:** None

**CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):**

**Academic Dishonesty:** Students are reminded of the college policy regarding Academic Dishonesty as outlined in the Student Code Handbook. Should a student break college policy and complete any assignment not entirely his/her own work or by using unauthorized materials, said student will receive a grade of 0/F on that assignment.

**Attendance:** The student will be dropped after his/her:

6<sup>th</sup> absence for Day students;  
and 3<sup>rd</sup> absence for *Evening* students.

**NOTE:** Summer students may miss no more than 2 absences at night or 8 during the day.

In the event that the student misses more than the allowable absences, the Instructor, who will complete a Withdrawal form with a grade of "F" dropping the student. If the student wishes to withdraw from the class, the **student** must complete a Withdrawal form, which can be found in the Student Development Office of the College. The student will receive a grade of "W" if the work completed to date is acceptable; a grade of "WF" will be assigned if the work is unacceptable.

**Tardy:** The student will be marked as "Tardy" when arriving after the class roll has been called. Three tardies will constitute one absence.

Important: It is the responsibility of the Student to make arrangements to make-up any work missed due to an absence. The Student will receive a grade of "F" for any projects not completed due to an absence.

Class Policy: During either a test or lab project, anyone caught exchanging information or copying someone else's work will receive a grade of "F" for the project or test.

There is to be no food or beverages in the computer lab at any time. No radio or headphones are allowed in the classrooms.

Electronic communication devices (pagers, cell phones, etc.) are not allowed in the classroom. On call emergency personnel should see the instructor for an exemption.

Students are required to prominently display a valid NETC photo ID at all times.

Written Assignments: The instructor reserves the right to refuse any paper that is messy or unreadable or appears to be copied. Incorrect grammar and spelling errors will be noted. Papers will be graded on the basis of content, organization, grammar, spelling, and neatness. Papers containing any plagiarized material will result in a grade of "F" on the paper.

**DISABILITIES STATEMENT:**

Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

**RESOURCES (A-V, persons, tools/equipment):** PC's and manuals

**COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.**

**TENTATIVE COURSE OUTLINE**

<b>WEEKS</b>	<b>CONCEPTS</b>
1-2	Computer Hardware and Software Handling of Diskettes, and Machine Start-Up Operations
3	Fundamentals of Using Windows XP Using Windows Explorer World Wide Web via Microsoft Internet Explorer
4	Introduction to Microsoft Word 2007 Word defaults, Wordwrap

**TENTATIVE COURSE OUTLINE (Continued)**

<b>WEEKS</b>	<b>CONCEPTS</b>
5	Creating, Saving and Printing a Document Enhancing basic document
6	Retrieving, Centering, Underlining, Boldfacing, Format (line, paragraph, & page), Copying and Moving text, Bullet list, Fonts and Clip art, and Heaters/Footers.
7	Introduction to Microsoft Excel 2007 Creating, Saving, and Printing a Spreadsheet
8	Editing and Formatting a Spreadsheet Formulas and Functions
9	Embedded Charts and What If Analysis
10	Introduction to Access 2007 Creating, saving and adding records to a Table. Printing structure and records, Modifying structures, Adding additional records and Editing records, and Deleting records
11	Querying a database (viewing select fields & using simple and compound conditions), Printing query results, sorting, and joining tables.
12	Creating and printing forms and reports
13	Introduction to PowerPoint 2007 Starting a presentation, creating a title slide, text attributes, different view, Saving a presentation
14-15	Adding slides, creating a bullet list slide, Adding clip art, Correcting errors, viewing the presentation using slide show, Printing a presentation, adding transition and incorporating sound and effects into the slide show.

**FINAL EXAM**

**OBJECTIVES OF COURSE:** Upon successful completion of this course, the student should be competent to perform the following:

1. Have knowledge of computer-related terminology;
2. An understanding of computer related equipment/peripherals;
3. Use common Window Commands
4. Use the World Wide Web;
5. Create/Edit/Print Documents using a word-processing package;

**OBJECTIVES OF COURSE:** (Continued)

6. Create/Edit/Print Spreadsheets using a spreadsheet package;
7. Create/Manipulate database files using a database management system;
8. Create/Edit/Print/Present Presentations with transition, sound and effects using a presentation package.

**INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:** Lectures, objective tests and lab assignments using the computer to complete projects.

**EVALUATIVE METHODS TO APPRAISE OBJECTIVES:** The student will be given lab assignments and projects during the semester as the concepts are presented in lecture or in the lab. The final grade will be determined by the following percentage weight system:

- 50% - Projects
- 25% - Tests
- 25% - Final Exam

**GRADING SCALE:** The grade point scale that will be used is as follows:

- A = 93 - 100
- B = 85 - 92
- C = 78 - 84
- D = 70 - 77
- F = 69 and Below

There will be no retests or makeup tests given without a valid excuse for missing the examination. A grade of "F" will be recorded for any tests missed. If a problem should arise, a test may be taken early at a time established by the Instructor.

All projects will be given a due date. Ten (10) points will be deducted from the grade if the project is submitted after the due date. This applies to both day and evening students.

No project will be accepted more than one week after the assigned due date. A grade of "F" will be assigned the work if the time schedule is not met.

**COLLEGE-WIDE LEARNING OUTCOMES:**

The Student will be able to identify and use sources of information by utilizing information processing skills compatible with job demands in a computer-literate society.

## **COMPUTER USER RESPONSIBILITIES**

### **Software**

Software is protected by copyright and licensed for use by NETC only. Software may not be removed, transferred, copied or modified.

### **Hardware**

Computers are available for use only during scheduled or assigned hours. Student users have priority. User may not abuse or alter any computer capabilities or settings.

### **Web Access**

NETC provides access to the Internet for educational and research purposes. The College prohibits use of computer facilities for hacking accounts at NETC or any other location, games, chatting, personal e-mailing, downloading programs, changing settings, browsing offensive sites or transmitting illegal, unlawful or immoral information. NETC computers may not be used for personal gain or profit. Access to personal e-mail accounts without specific permission is prohibited due to e-mail delivery of viruses.

*The NETC Computer Center monitors computer use with capabilities to track violations of computer user responsibilities. The College will impose disciplinary action for violations.*