

# Northeastern Technical College

## Course Handout CPT 101 – Introduction to Computers

Instructor: Diane Winburn Dyches  
Course: CPT 101  
Credit Hours: 3.0  
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### **Course Description:**

This course covers basic computer history, theory and applications, including word processing, spreadsheets, data bases, and the operating system.

### **Textbook:**

Microsoft Office 2007 Windows XP Edition: New Perspectives First Course; published by Course Technology, 2008.

### **Attendance:**

The student will be dropped **after** their:

**6th absence for DAY students and 3<sup>rd</sup> absence for EVENING students**

The Student will be marked as Tardy when arriving after the class roll has been called. Three (3) tardies will constitute one absence.

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", will drop 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.

### **Class Policy:**

- 1) 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.
- 2) Also, there is to be no food or beverages in the computer lab at any time. Bottled water is the only allowed beverage in the classroom.
- 3) Students must wear College Id at all times.
- 4) All lab diskettes are to be turned in to the Instructor before the student leaves the classroom. **NO** diskettes are to be taken from the classroom and **NO** diskettes are to be brought into the classroom.

**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.

**Grading Method:**

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:

33.3% - Lab Projects  
33.3% - Tests  
33.3% - Final Exam

The grade point scale that will be used is:

A = 90 - 100  
B = 80 - 89  
C = 70 - 79  
D = 60 - 69  
F = Below 60

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. Five (5) 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.

**IMPORTANT**

All students will be informed of the license agreement that the college has that allows us to use the software in this course. The students should be made aware that the software does not belong to them or to the college and that to attempt to copy, change, or modify this software in any way by any means is a violation of law.

**TENTATIVE CLASS TOPICS****Computer Hardware and Software**

Storage medias  
Terminology

**Email and Attachments**

Create email accounts  
Sending and receiving emails  
Creating word documents and use as attachments

**Introduction to Microsoft Excel 2007**

Creating, editing, formatting, printing, and saving a spreadsheet  
Using formulas and functions

**Introduction to Access 2007**

Creating, saving, and adding records to a Table.  
Modifying structures and editing tables  
Querying a Database

**Introduction to PowerPoint 2007**

Creating different types of slides  
Formatting, reviewing, and saving a presentation

**COMPETENCIES**

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

**Learning Outcomes:**

<b>Outcomes</b>	<b>METHOD OF ASSESSING SKILL</b>
The student will be able to use computer-related terminology.	Test/projects
The student will be able to use computer equipment.	Test
The student will be able to demonstrate the usage common Microsoft XP commands	Projects/Test
The student will be able to create/edit/save a presentation using Microsoft Office.	Projects
The student will be able to create/edit/print spreadsheets using Microsoft Office Excel.	Projects/Test
The student will be able to create/edit/print/manipulate database files using Microsoft Office Access	Projects/Test
The student will demonstrate creating/editing a web page using Office Publisher. The student will demonstrate creating/editing a web page using Office Publisher.	Projects/Test

**College-Wide Competency:**

<b>CMTC COMPETENCY</b>	<b>METHOD OF ASSESSING SKILL</b>
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	Tests and Projects