

# Northeastern Technical College

## Introduction to Computers

INSTRUCTOR: Polly McLain  
COURSE TITLE: Introduction to Computers  
COURSE PREFIX AND NO. CPT 101  
CREDIT HOURS: 3.0  
PHONE: 921-1452 or 1-800-921-7399 extension 1452  
OFFICE: Room 535  
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PREREQUISITES: Keyboarding skills or permission of instructor.

COURSE DESCRIPTION:

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

TEXTBOOK:

New Perspectives on Microsoft Office 2003, First Course, Second Edition, Shaffer, Carey, Finnegan, Adamski, Ageloff, and Zimmerman, Course Technology division of Thomson Learning, Inc., 2006; available through the NETC Book Nook, your local book retailer or Amazon.Com

ATTENDANCE:

The student will be dropped after their:

- 9th** absence for *Monday/Wednesday/Friday* DAY students;
- 6th** absence for *Tuesday/Thursday* DAY students;
- and **3rd** absence for *Evening* students.

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

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.



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. Also, there is to be no food or beverages in the computer lab at any time.

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 from other areas.

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. (See College Catalog).

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

Computer user responsibilities. (See College Catalog).

- Software - 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. Users 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.

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

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.



CLASSROOM ETIQUETTE:

An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc. negatively reflects on you and your fellow students. Please be considerate.

Students exchanging test or project information and students copying another’s work will receive an “F” for the project/test.

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 grading scale and percentage weight

GRADING SCALE:

A -----	100-93	<b>Final Grade</b>	
B -----	92-85	Projects -----	50%
C -----	84-78	Test -----	25%
D -----	77-70	Final Exam -----	25%
F -----	69 or 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 to the project if the time schedule is not met.

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).



## TENTATIVE CLASS SCHEDULE

### CONCEPTS

What is a Computer?  
Types of Computers  
Computer Hardware and Software

Fundamentals of Using Windows XP  
Using Windows Explorer  
World Wide Web via Microsoft Internet Explorer

Introduction to Microsoft Word  
Word defaults, Word wrap

Creating, Saving, and Printing a Document  
Enhancing basic document

Retrieving, Centering, Underlining, Boldfacing, Format (line, paragraph, & page), Copying and Moving text, Bullet list, Fonts, Clip art, and Headers/Footers.

Introduction to Microsoft Excel  
Creating, Saving and Printing a Spreadsheet

Editing and Formatting a spreadsheet  
Formulas and Functions

Embedded Charts, and What If Analysis

Introduction to Access  
Creating, saving, and adding records to a Table. Printing structure & records, Modifying structure, Adding additional records & Editing records, and Deleting records

Querying a Database (viewing select fields & using simple and compound conditions),  
Printing query results, sorting, and joining tables.

Creating and printing forms and reports.

Introduction to PowerPoint  
Starting a presentation, creating a title slide, text attributes, different view, Saving a presentation

Adding slides, creating a bullet list slide, Adding clip art,  
Correcting errors, printing a presentation, adding transition and incorporating sound and effects.

### **FINAL EXAM**



## COMPETENCIES

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

### Course Competencies:

COURSE COMPETENCY	METHOD OF ASSESSING SKILL
Knowledge of computer-related terminology	Test
Understanding of computer related equipment/peripherals	Test
Use common Windows Commands	Projects/Test
Create/Edit/Print Documents using a word processing package	Projects
Create/Edit/Print Spreadsheets using a spreadsheet package	Projects
Create/Manipulate database files using a database management system	Projects
Create/Edit/Print/Present Presentations with transition, sound and effects using a presentation package	Projects

### College-Wide Competency:

NETC COMPETENCY	METHOD OF ASSESSING SKILL
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

### Learning Outcomes for the course:

Graduates will be able to demonstrate effective information technology skills and literacy.

