Piedmont Technical College Course Syllabus

COURSE INFORMATION

Course Prefix/Number: CPT101

Title: Introduction to Computers

Responsible Division: Business, Information Technologies, and Public Service

Last Day to Withdraw from this Course: For the last date to withdraw from this course, consult the current *Student Calendar*.

Course Description:

For course, credit hour, pre-requisite(s) and co-requisite(s) information, visit the Detailed Course Information page: www.ptc.edu/courses/CPT101.

Textbook and Other Materials:

For textbook information and additional required and/or supplemental materials, visit the college bookstore (www.ptc.edu/bookstore).

Proctored Examinations:

Proctored examinations for distance learning courses taken at non-PTC campuses may require a proctoring fee for each exam taken.

COURSE POLICIES

Course policies are available online through the *Academic Catalog* and *Student Handbook*. Visit the Course Policies page (www.ptc.edu/syllabus/policies) for a detailed list of important policies and more information.

GRADE POLICY

Detailed grading policy information can be found on the Grading Policy webpage (http://www.ptc.edu/grading-policy). Final grade appeal information is available in the *Academic Catalog* (http://www.ptc.edu/catalog/).

ACCOMMODATIONS

Accommodations for ADA:

Information is available on the [Student Disability Services webpage](http://www.ptc.edu/ada) (http://www.ptc.edu/ada).

TITLE IX HARASSMENT AND SEXUAL ASSAULT INFORMATION

In accordance with Title IX of the Education Amendments of 1972, Piedmont Technical College does not discriminate on the basis of sex in its education programs or activities. Title IX protects students, employees, and applicants from sex discrimination in admissions and employment to include discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. More information regarding Title IX, including contact information for the Title IX coordinators, is available at [Title IX Harassment and Sexual Assault Information](https://www.ptc.edu/about/legal-disclosures/title-ix-harassment-and-sexual-assault-information) (https://www.ptc.edu/about/legal-disclosures/title-ix-harassment-and-sexual-assault-information).

RATIONALE

Why do I need this course?

It is almost impossible to find any line of work which does not require some level of computer literacy. Therefore, the student should be able to utilize a personal computer using the operating system, a word processing application, a spreadsheet application, a database application, and a graphics presentation application. A thorough knowledge of these systems and applications, as well as hands-on ability, are required to successfully complete this course.

PROGRAM INFORMATION

For program information including required courses, program learning outcomes, gainful employment information and advisement information, refer to the Academic Program webpage. Go to [Academics](http://www.ptc.edu/academics) (http://www.ptc.edu/academics), select your program, and then select Credentials Offered.

COURSE STUDENT LEARNING OUTCOMES

Upon successful completion of this course and/or clinical, each student will be able to:

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- Create an organized filing system using the operating system and use the filing system throughout the semester.
- Use the Internet to access various websites.
- Create various business documents using a word processing software application.
- Perform numerical analysis of data to include the creation of charts and tables.
- Work with functions to analyze financial, statistical and logical data to include the creation of charts and graphs.
- Store and manage large amounts of data using a collection of structured tables to include the creation of tables, queries, forms and reports.
- Create slides to communicate a message to an audience.
- Change the appearance of the text, layout, or design of a slide presentation.

GENERAL EDUCATION COMPETENCIES

Piedmont Technical College General Education Competencies for All Graduates:

This course may address one or more of the following General Education Competencies (assessment will be stated when applicable):

Communicate effectively.

Assessment:

Create various types of business documents, spreadsheets, databases, and presentations with correct format, grammar and spelling.

Apply mathematical skills appropriate to an occupation.

Assessment:

Create mathematical formulas when preparing documents.

Employ effective processes for resolving problems and making decisions.

Assessment:

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Make decisions and/or resolve problems in order to create various documents that fit various situations.

Demonstrate the basic computer skills necessary to function in a technological world.

Assessment:

Prepare all documents using Word, Excel, Access and PowerPoint applications.

To validate proficiency in the general education competencies, students in some programs will be tested using Work Keys.

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