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**COURSE PREFIX/NO:** CPT 270  
**COURSE TITLE:** Advanced Microcomputer Applications  
**LEC HRS/WEEK:** 3.0  
**LAB HRS/WEEK:** 0.0  
**CREDIT HRS/SEMESTER:** 3.0

[Distance Learning Attendance/VA Statement](#)  
[Textbook Information](#)

### **COURSE DESCRIPTION**

This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software.

### **COURSE COMPETENCIES**

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

#### **Module 1 - Spreadsheets**

Use a spreadsheet to develop meaningful business-related reports.

- a. Analyze a problem and develop a solution using a spreadsheet.
- b. Develop formulas and use functions (SUM, AVERAGE, MAX, MIN, IF, etc.) to convert data to useful information.
- c. Trouble-shoot another user's spreadsheet.
- d. Create bar graphs and pie charts from information in a spreadsheet.
- e. Create macros to automate repetitive spreadsheet operations.
- f. Import an ASCII or text file.
- g. Produce an online workbook.

#### **Module 2 – Word Processing**

Use a word processing system to create business-related documents.

- a. Use advanced word processing features to create documents with a professional appearance.
- b. Use desktop publishing features in word processing documents.
- c. Merge data source and main files to generate form letters and labels.
- d. Trouble-shoot merge documents
- e. Create macros to automate repetitive word processing tasks.

#### **Module 3 - Database**

Create a user-friendly database with a microcomputer database package.

- a. Given the specifications for a database, create the necessary tables, relationships, queries, forms, and reports using database software.
- b. Examine and understand the structure of an existing database.
- c. Develop a merge using a word processing main document and a database table or query as the data source.

## **Module 4 – Presentation**

Demonstrate the ability to generate and present quality presentations using microcomputer presentation software.

- a. Develop an organized and meaningful business presentation.
- b. Incorporate animated graphics, hyperlinks, audio, and video clips into a presentation.
- c. Integrate spreadsheet information into a presentation.

## **Module 5 – Electronic Communication and Time Management**

Demonstrate the ability to use e-mail, calendar, tasks, and notes using microcomputer software.

- a. Set up a user's e-mail on a microcomputer.
- b. Use e-mail to send and retrieve messages, send, retrieve, and save attached files.
- c. Set and cancel appointments on a calendar.
- d. Create and use tasks and notes.

## **COURSE REQUIREMENTS**

All students are responsible for attaining competencies through completion of the following course requirements:

- attending class\*
- reading assigned material
- completing assigned exercises
- completing assigned project
- completing all tests

\*Online course: Students will be expected to sign on to the course and participate in bulletin board discussions in lieu of attending class.

## **ATTENDANCE POLICY**

The attendance policy as stated in the York Technical College Handbook will be enforced. Attendance is required on test days. Make-up tests will not be given. Instead an optional, comprehensive final exam (including theory and performance components) will be given during the last week of class. Students may take it to replace their lowest test grade. Online students will take tests in the Assessment Center during times stated on the course calendar.

## **ACADEMIC INTEGRITY**

The policies stated in the York Technical College Handbook will be enforced. Any student violating the policy will be subject to academic discipline. Anyone caught cheating will automatically get a 0 grade for the assignment.

## **EVALUATION STRATEGIES/GRADING PROCEDURE**

A minimum of four theory tests and four performance tests will be given covering the above competencies. In addition, a project will be assigned. These tests and the project will be considered for the final semester grade. Tests will count 80% of the grade, and the project 20%. A minimum grade of C is required for students in computer technology programs.

## **GRADING SCALE**

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = Below 60

## **METHOD OF INSTRUCTION**

The instructor will discuss the principles introduced in each chapter and demonstrate the methods described there. The student will reinforce this lecture material by reading the textbook as assigned. During this course the student will be given opportunities to practice on a microcomputer the skills being learned by doing lab assignments. These lab assignments will be vital in learning to use sample software packages, and the student should expect to spend time outside the class period as well as time given during class to complete this work. Student will have an opportunity to review solutions in class. Should a student need additional assistance, a tutor will be available, as will instructors.

## **STUDENT ID CARD**

A student ID card is required for use of the open lab – A208.

## **ENTRY-LEVEL SKILLS**

A student entering this course should be familiar with microcomputer software packages.

**PREREQUISITES:** CPT 170

**CO-REQUISITES:** None

**Disabilities Statement:** Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Special Resources Offices (SR) at 803-327-8007 in the 300 area of Student Services. The SRO coordinates reasonable accommodations for students with documented disabilities.