

## **COURSE INFORMATION**

COURSE PREFIX/NO: **AOT 162**  
COURSE TITLE: **BASIC INFORMATION PROCESSING**  
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 is an entry level course to introduce the user to basic computer information processing software applications.

## **COURSE COMPETENCIES**

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

### **Module 1: Basic Computer Terminology**

- Describe the purpose of input, output, storage, and processing devices.
- Identify multiple input and output devices.
- Identify storage devices and relate the differences in storage capacities and access times.
- Relate the difference between primary and secondary storage.
- Describe the difference between applications and systems software.
- Describe the difference between command-line and graphical operating system interfaces.

### **Module 2: Introduction to the Macintosh OS**

- Create a chronology on the evolution of the Mac operating system.
- Format a secondary storage device.
- Display the contents of a specified folder.
- Create, name, move, copy, and delete folders.
- Create, name, move, copy, and delete documents.
- Open, edit, print, and save documents.
- Start, restart, and shutdown a workstation.

### **Module 3: Word Processing Applications**

- Describe the differences between text editing, word processing, and desktop publishing software.
- Select tasks suited for use of a word processing application.
- Create a word processing document.
- Open an existing word processing document.
- Edit and save word processing documents.
- Format text in a word processing document.
- Create a table in a word processing document.
- Add a graphic to a word processing document.

### **Module 4: Spreadsheet Applications**

- Describe the differences between word processing, spreadsheet, and database software.
- Select tasks suited for use of a spreadsheet program.
- Create a spreadsheet document.
- Open an existing spreadsheet document.
- Edit and save a spreadsheet document.
- Format cells in a spreadsheet.
- Create formulas to perform specified calculations.
- Employ relative and absolute addressing.
- Invoke existing functions to perform calculations.
- Insert and edit a chart in a spreadsheet.

## Module 5: Presentation Software

- Describe the uses for presentation software.
- Create a presentation.
- Open an existing presentation.
- Edit and save a presentation.
- Apply different slide transitions in a presentation.
- Insert graphics into a presentation.
- Give a presentation to the class.

## COURSE REQUIREMENTS

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

- A. Attend class on time
- B. Bring required storage media and text to class
- C. Submit completed projects
- D. Complete all tests
- E. Complete assigned exercises in class or outside of class
- F. Complete lab assignments and digital portfolio (PowerPoint)
- G. Read assigned material in text and on the internet

## ATTENDANCE POLICY

The attendance policy as stated in the *York Technical College Catalog and Handbook* will be enforced. Attendance is required on test days unless the student has a doctor's excuse, death notice, etc., indicating an unusual circumstance for absence. If a student knows that he/she must be absent on a test day, the student should make arrangements with the instructor to take the test before the absence.

## ACADEMIC INTEGRITY

The policies stated in the *York Technical College Catalog and 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 grade of C is required for the Digital Design Certificate.

<u>Module 1</u>		<u>Module 3</u>		<u>Module 5</u>	
Test(s)	5%	Test(s)	5%	Test(s)	5%
Project(s)	9%	Project(s)	9%	Project(s)	9%
<u>Module 2</u>		<u>Module 4</u>		<u>Final Project</u>	
Test(s)	5%	Test(s)	5%	Project(s)	25%
Project(s)	9%	Project(s)	9%	Presentation	5%

## GRADING SCALE

A = 90-100  
B = 80-89  
C = 70-79  
D = 60-69  
F = 0-59

**PREREQUISITES:** None

**CO-REQUISITES:** None