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**Course Number:** AOT 267  
**Course Title:** Integrated Information Processing  
**Lec Hours/Week:** 3.0  
**Lab Hours/Week:** 0.0  
**Credit Hours:** 3.0

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

## **COURSE DESCRIPTION**

This course covers the application of integrated computer software.

## **COURSE COMPETENCIES**

### **Module #1 Spreadsheet Competencies using Excel**

- Create, save, and print a worksheet
- Enter and edit data in a worksheet
- Apply formatting to data in cells
- Change column width and row height
- Insert and delete rows and columns in a worksheets
- Add borders, shading, and patterns to cells
- Automate formatting with Format Painter
- Insert a formula in a cell using the AutoSum button and Insert Function button
- Write formulas with mathematical operators
- Write formulas with the AVERAGE, MAX, MIN, COUNT, PMT, FV, DATE, NOW, and IF functions
- Create headers and footers
- Change margins
- Center a worksheet horizontally and vertically
- Insert a page break
- Print gridlines and row and column headings
- Find and replace data and cell formatting
- Filter and sort data
- Move, copy, and paste data within and between programs
- Copy and paste a worksheet between programs
- Name a range of cells and use a range in a formula
- Link data between worksheets
- Open, close, print, copy, move, delete, and rename worksheets
- Maintain consistent formatting with styles
- Create financial forms using templates
- Create, print, size, move, and delete a chart
- Change the type of chart and the date in a chart
- Add, delete, and customize elements in a chart
- Save an Excel workbook as a Web page

- Create and modify a hyperlink
- Insert, size, move, and format a clip art image
- Create, size, move, and customize WordArt
- Draw and customize shapes, lines, and autoshapes using the Drawing toolbar

## **Module #2 Database Competencies using Access**

- Create and design a database table
- Create and modify tables
- Create and modify queries
- View and organize information using sorting and filtering records
- Create one-to-many relationships
- Create a table with a primary key and a foreign key
- Create a one-to-many relationship between tables
- Create a table using the Table Wizard
- Complete a spelling check on data in a table
- Find and replace data in a table
- Design a query to extract specific data from a table
- Use the Simple Query Wizard to extract data
- Create a calculated field
- Filter data by selection and by form
- Create a form using AutoForm, Form Wizard, and Design view
- Create a form with fields from related tables
- Move, resize, format, and align control objects
- Add a Form Header and Form Footer to a form
- Add a calculated control to a form
- Create a report using AutoReport, Report Wizard, and Design view
- Create mailing labels using the Label Wizard
- Create a chart using the Chart Wizard
- Export Access data to Excel and Word
- Merge Access data with a Word document
- Import data to a new table
- Link data in a new table
- Save a table as a Web page
- Create hyperlinks in a Web page
- Apply a theme in a Web page
- Create a database with sample data using a Database Wizard

### **MINIMUM STANDARDS**

Students are to complete all exercises in each chapter and selected assessment exercises at the end of each chapter. The assessment exercises are to be submitted and reviewed by the instructor. Points will be awarded for submitting accurate assessments. Students do not have an opportunity to resubmit corrected assessments for credit.

Students will be given two hands-on tests for each module. Students who receive less than 60% may restudy the material and retake the tests. The average of the original test and retest will constitute the grade on the test. Students will take two theory tests for each module. Students who receive less than 60% may restudy the material and retake the tests. The average of the original test and retest will constitute the grade on the test.

## COURSE REQUIREMENTS

### Attendance

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, etc., indicating an unusual circumstance for absence. If a student must be absent on a test day, the student should make arrangements with the instructor to take the test before the absence.

### Student Conduct

Students are responsible for adhering to all student conduct policies as outlined in the college catalog.

### Methods of Instruction

The student will be provided with a list of required assignments selected from a required textbook as well as due dates. Prerecorded documents will be provided on a CD or from the publisher's website to complete those assignments.

## EVALUATION STRATEGIES/GRADING

*Exercises:* The student is to complete ALL laboratory exercises, including selected assessment exercises. Print and submit only the requested assessment exercises.

*Hands-on Tests:* Two hands-on tests will be administered for each module. Each test counts 10% towards the student's final course grade.

*Theory Tests:* Two theory tests will be administered for each module. Each test counts 10% towards the student's final course grade.

Modules must be completed in order. Students may exempt either of the two modules by completing both the theory and hands-on exams with a score of at least 75 percent on each exam. Below is a list of the modules.

MODULE	TITLE	PERCENTAGE
Module #1	Preparing and Managing Spreadsheets Using Microsoft Excel 2007	50 %
Module #2	Preparing and Managing Databases Using Microsoft Access 2007	50 %

Final grades will be based on the following weighted grades:

Module #1 (Excel)	% of Course Grade	Module #2 (Access)	% of Course Grade
Theory Test #1	10%	Theory Test #1	10%
Theory Test #2	10%	Theory Test #2	10%
Hands On Test #1	10%	Hands-On Test #1	10%
Hands On Test #2	10%	Hands-On Test #2	10%
Chapter Assessments	10%	Chapter Assessments	10%
		<b>Total</b>	<b>100%</b>

Final grades will be based on the following scale\*:

A 90-100

B 80-89

C 70-79

D 60-69

F Below 60

\*AOT students must make a "C" or better to go on to the next level of information processing.

**ENTRY-LEVEL SKILLS:** None

**PREREQUISITES:** AOT 105

**CO-REQUISITIES:** None

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