
COURSE PREFIX/NO:	CPT 170
COURSE TITLE:	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 introduces microcomputer applications software including word processing, databases, spreadsheets, graphs, and their integration.

COURSE COMPETENCIES

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

Module 1 – Computer Basics

Demonstrate an understanding of the various hardware devices used in microcomputer systems by:

- discussing the system unit, CPU, and main memory
- describing use and care of flash drives, optical disk, and other storage media
- identifying the various types of printers and print types
- identifying other input/output devices and secondary storage devices
- copying/moving files from one disk to another and from one folder to another
- displaying the contents of any folder
- removing (deleting) files from a folder or drive
- creating folders, utilizing subdirectories, and creating files

Module 2 – Introduction to Presentations

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

- developing an organized and meaningful business presentation
- incorporating animated graphics, hyperlinks, clip art into a presentation

Module 3 – Introduction to Word Processing

Utilize a word processing system to create, edit, and modify documents by:

- creating a document
- formatting a document
- editing a document
- creating and using folders
- inserting graphics
- printing documents

Module 4 – Introduction to Spreadsheets

Utilize a spreadsheet system for business applications by:

- analyzing a problem and developing a solution
- building a spreadsheet
- utilizing the built-in functions of the spreadsheet software, such as SUM, AVG, MAX, MIN
- solving problems associated with everyday business activities by
 - formatting the spreadsheet
 - editing the spreadsheet
 - working the charts
 - printing the spreadsheet

Module 5 – Introduction to Databases

Utilize a database software system to create, edit, modify and query database files by:

- building a database and tables
- accessing a file
- printing a table
- perform simple queries

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 lab assignments
- completing all tests

ATTENDANCE POLICY

The attendance policy as stated in the York Technical College Handbook will be enforced. Attendance is required on test days. Make-up theory tests will not be given. Instead, students may take the optional final exam to replace their lowest test score.

ACADEMIC INTEGRITY

The policies stated in the York Technical College Handbook and Catalog 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 hands-on tests will be given. The tests will cover the above competencies. Theory tests will count 50% of the final grade and hands-on tests will count 50%. 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

ENTRY-LEVEL SKILLS

Touch-typing (keyboarding) skills

PREREQUISITES

Recommended: AOT 101, AOT 105, or equivalent

CO-REQUISITES

None

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 completing assignments. These assignments will be vital in learning to use the software. Students should expect to spend time outside the class period as well as time given during class to complete this work. In order to achieve the expected competencies, students must work through and understand the assigned work. Should a student need additional assistance, a tutor may be available, and instructors are available during their posted office hours.

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.