

# Piedmont Technical College Course Syllabus

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## COURSE INFORMATION

**Course Prefix/Number:** CPT270

**Title:** Advanced Microcomputer Applications

**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/CPT270](http://www.ptc.edu/courses/CPT270).

### Textbook and Other Materials:

For textbook information and additional required and/or supplemental materials, visit the [college bookstore](http://www.ptc.edu/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](http://www.ptc.edu/syllabus/policies) (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) (http://www.ptc.edu/grading-policy). Final grade appeal information is available in the [Academic Catalog](http://www.ptc.edu/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?**

Employers today continue to seek highly-trained administrative personnel to fulfill the needs of their businesses. Professional certifications provide a way for employers to identify the most qualified candidates for the positions they have available. The CPT270 Advanced Microcomputer Applications class will help prepare students for the Microsoft Office Specialization (MOS) certification in the Access, Excel, PowerPoint, and Word software applications. Earning such certifications will increase students' marketability as they enter the workforce.

## **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:

- Create/manage documents, format text/paragraphs/sections, create tables/lists, create/manage references, and insert/format graphic elements in Word.
- Create/manage worksheets and workbooks, manage data cells/ranges, create tables, perform operations with formulas and functions, and create charts and objects in Excel.
- Create/manage databases, build tables, create queries, create forms, and create reports in Access.
- Create/manage presentations, insert and format text/shapes/images, insert tables/charts/SmartArt/media, apply transitions/animations, and manage multiple presentations in PowerPoint.

## **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:

Students must interact with the instructor and others in the class via email and discussion questions.

#### **Apply mathematical skills appropriate to an occupation.**

Assessment:

Students will create and calculate mathematical equations using formulas and functions in Excel and Access.

#### **Employ effective processes for resolving problems and making decisions.**

Assessment:

Students will make decisions on how to create and edit various types of Word, Excel, Access, and PowerPoint documents.

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

Assessment:

Students must complete all exercises using Word, Excel, Access, or PowerPoint.

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