

GREENVILLE TECHNICAL COLLEGE

Business and Technology Division Computer Skills and Applications Course Syllabus Advanced Microcomputer – CPT 270

[Credit/Contact Hours](#)

[Prerequisite](#)

[Co-requisite](#)

[Course Description](#)

[Purpose of Course](#)

[Required Texts](#)

[Additional Materials](#)

[Course Outcomes](#)

[Program Student Learning Outcomes](#)

[Greenville Technical College Core Competencies](#)

[Instructional Agreement](#)

[Grading Scale](#)

[Course Policies](#)

Credit/Contact Hours:

3.0

Prerequisite:

CPT 170 **Note: You are responsible for the concepts in CPT 270 for the current version for each of the software applications – Word, Excel, and Access. You may need to review the various software applications prior to each unit.**

Co-requisite:

None

Course Description:

This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. Note: Microsoft Office 2013 is used.

Purpose of Course:

This course is designed to provide an advanced knowledge of microcomputer business software; build upon and enhance knowledge of computer software application packages which feature word processing, spreadsheet, and

GREENVILLE TECHNICAL COLLEGE

database; and provide hands-on experience in the use of representative software packages on a microcomputer by use of assigned lab exercises.

Required Texts:

1. Pearson's **GO! With Microsoft Office 2013 Volume 2; ISBN: 9781269943512**
2. A USB portable storage device such as a flash drive will be needed for coursework storage; headphones are recommended for quiet listening to MyLabsPlus audiovisual and training support.
3. NOTE: Students in traditional classes must access Blackboard for course-related information. Students in hybrid and online classes will access their online content through Blackboard.

Additional Materials:

It is recommended that you purchase the Microsoft Office 2013 Suite, Professional Edition, for successful completion if taking this course via the Internet. When purchasing your software, be careful to make sure that it contains the four products used in this course, i.e., Word, Excel, Access, and PowerPoint.

Course Outcomes:

Upon successful completion of this course, students will be able to do the following with 70 percent accuracy:

1. Word Chapters (4-6): Apply and Modify Styles, Create New and Manage Styles, Create a Multilevel List, Change the Style Set of a Document and Apply a Template, Insert a Chart and Enter Data into a Chart. Create and Apply a Custom Table Style. Use Advanced Table Features, Modify Table Properties, Draw a Freeform Table, Use Nested Tables, and Insert an Excel Spreadsheet. Create Custom Building Blocks, use Comments and Track Changes
2. Excel Chapters (4-6): Use Financial Functions, Use Goal Seek, Create a Data Table, Use Defined Names in a Formula, Use Lookup Functions, Validate Data, Audit Worksheet Formulas, and Use the Watch Window to Monitor Cell Values. Format a Worksheet to Share with Others, Use Advanced Sort Techniques, Use Custom and Advanced Filters, Subtotal, Outline, and Group a List of Data. Create and Format Sparklines, Column

GREENVILLE TECHNICAL COLLEGE

Charts, and Line Charts; Create and Modify a SmartArt Graphics and Organization Charts

3. Access Chapters (4-6): Manage and Modify Existing Tables, Attach Files to Records, Create a Table in Design View, Create a Lookup Field, Set Field Properties and Data Types, Create Data Validation Rules and Validation Text. Create Calculated Fields in a Query, Use Aggregate Functions in a Query, Find Duplicate and Unmatched Records, Create a Crosstab Query, Parameter Query, Make Table Query, Append Query, Delete Query, Update Query, and Modify the Join Type. Create a form in Design View, Create a Report Based on a Query Using a Wizard, Create a Report in Design View, and Group, Sort, and Total Records in Design View

The outcomes of CPT270 are intended to meet college-wide student learning outcome number 2 above.

Revised June 16, 2014

Program Student Learning Outcomes:

[Click here to enter text.](#)

Greenville Technical College Core Competencies:

Communication Core Competency: Students will demonstrate effective written and oral communication skills to convey information, ideas, or opinions.

- Written Communication: Students will demonstrate effective written communication skills to convey information, ideas, or opinions.
- Oral Communication: Students will demonstrate effective oral communication skills to convey information, ideas, or opinions.

Critical Thinking Core Competency: Students will demonstrate effective reasoning, problem solving, or quantitative skills to develop an opinion or conclusion.

- Critical Reasoning: Students will employ inquiry, analysis, and synthesis of information to formulate and/or evaluate an opinion or conclusion.
- Problem Reasoning: Students will design and formulate a strategy to answer a question or achieve a desired goal.
- Quantitative Reasoning: Students will be able to analyze numerical information or observable facts resulting in informed conclusions.

GREENVILLE TECHNICAL COLLEGE

Information Literacy Core Competency: Students will be able to locate, evaluate, and use information effectively from diverse sources.

Professionalism Core Competency: Students will demonstrate conduct and etiquette appropriate to the community and chosen career.

- Professionalism: Students will display professional conduct and work habits.
- Teamwork: Students will collaborate with others to accomplish a shared goal.

Instructional Agreement:

This syllabus is an agreement between the student and instructor concerning course objectives, course content, grading and other policies and procedures particular to the course as well as any posted program, departmental, and divisional policies. It is also the student's responsibility to become familiar with the Student Handbook/College Catalog found in the Student Resource area of Blackboard.

Grading Scale:

GRADING POLICY

Emphasis will be placed on tests, grader assignments, individual research project, and a final exam with the following weights; **grades for this course will be calculated as follows:**

Grading Outline:

- **Fifty (50) percent** of the final grade will be based on the average of 3 unit exams using MyLabsPlus
- **Twenty (20) percent** of the final grade will be based on the grade of the final exam
- **Fifteen (15) percent** of the final grade will be based on the completion of lab assignments (MyLabsPlus Trainers & Graders, Contact Information Assignment, and Syllabus Acknowledgement Assignment).
- **Fifteen (15) percent** of the final grade will be based on the completion of three (3) Application Capstone Projects: Word, Excel, and Access

Final Letter Grades will be issued as follows: A = 90 - 100

B = 80 - 89

C = 70 - 79

GREENVILLE TECHNICAL COLLEGE

D = 60 - 69

F = 0 - 59

Course Policies:

Test Policy for CPT 270

- Four (3) unit exams and a comprehensive final exam will be given.
- Exam dates will be posted in Blackboard.
- **Each student will be granted only one make-up exam for the course. If additional exam(s) are missed, the student will automatically have a zero (0) grade recorded for the missed exam(s). The date and time of the make-up exam will be at the instructor's discretion. If the first missed exam is prior to the last date to withdraw for the course, the exam must be completed prior to the withdrawal date.**
- **Any exam not taken at the scheduled time or in the scheduled location without prior approval by the instructor will be considered a make-up exam.**
- A comprehensive final exam must be taken as scheduled with no exemptions.

Note: Exceptions to the above Test Policy will be made on an individual basis as a result of a decision involving the Department Head, instructor, student, and/or the Assistant Dean of Business.

CPT 270 – Main Topics

GREENVILLE TECHNICAL COLLEGE

Word Processing Concepts Using Word 2013

Chapter 4 Using Styles and Creating Multilevel Lists and Charts 49

Chapter 5 Using Advanced Table Features 97

Chapter 6 Building Documents from Reusable Content and Using Markup Tools 147

Word Application Capstone Project

Exam #1 – Covers Word 2013 Projects 4 A&B – 6 A&B

Spreadsheet Concepts Using Excel 2013

Chapter 4 Use Financial and Lookup Functions, Define Names, Validate Data, and Audit Worksheets 201

Chapter 5 Managing Large Workbooks and Using Advanced Sorting and Filtering 261

Chapter 6 Creating Charts, Diagrams, and Templates 321

Excel Application Capstone Project

Exam #2 – Covers Excel 2013 Projects 4 A&B – 6 A&B

Database Concepts Using Access 2013

Chapter 4 Enhancing Tables 375

Chapter 5 Enhancing Queries 437

Chapter 6 Customizing Forms and Reports 497

Access Application Capstone Project

Exam #3 – Covers Access 2013 Projects 4 A&B – 6 A&B

Disclaimer: The supplemental plan of instruction is provided as a guide for the course; however, it can be modified at the discretion of the instructor at any time.