



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**COMPUTER APPLICATION/BEGINNING COMPUTERS
CAP1730 1 Credit Hour**

Student Level:

This course is open to students on the college level in either the freshman or the sophomore year.

Catalog Description:

CAP1730 - COMPUTER APPLICATION/BEGINNING COMPUTERS (1 hr)

This course is designed to give students an introduction to the personal computer. It is for the student who has very little or no computer experience. Students will develop mouse operation skills; will learn how to create, save, edit, and print files; and will develop basic file management skills. This course does not count toward a degree for those with prior credit in CAP1516 Computer Applications or CAP1517 Advanced Computer Applications.

Prerequisites:

None

Controlling Purpose:

The course is designed to give students an introduction to the personal computer, operating system software, and application software.

Learner Outcomes:

The student will be introduced to the Windows environment, file management, word processing, and spreadsheets.

Units Outcomes and Criterion Based Evaluation Key for Core Content:

The following defines the minimum core content not including the final examination period. Instructors may add other content as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who

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has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.

- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

| Unit: Computer Basics | | | | | | |
|---|---|---|---|---|---|---|
| Outcome: The student will gain an understanding of computer basics, the Windows operating system, basic file management, word processing, and spreadsheets. | | | | | | |
| A | B | C | D | F | N | Specific Competencies |
| | | | | | | Demonstrate the ability to: |
| | | | | | | Perform the three key mouse operation skills: clicking, double clicking, and clicking and dragging. |
| | | | | | | Choose commands from a menu. |
| | | | | | | Open and exit software programs. |
| | | | | | | Maximize, minimize, and resize a window. |
| | | | | | | Move, copy, and delete files. |
| | | | | | | Create, save, print, and edit a file. |
| | | | | | | Create and format a word processing document with imported clipart. |
| | | | | | | Create and format a spreadsheet. |
| | | | | | | Create a chart depicting information in a spreadsheet. |

Projects Required:

The student will save and submit the required assignments.

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:

Computers, printers, and software

Attendance Policy:

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

Grading Policy:

The grading policy will be outlined by the instructor in the course syllabus.

Maximum class size:

Based on classroom occupancy

Course Timeframe:

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

Refer to the following policies:

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.