



**COWLEY COLLEGE  
& Area Vocational Technical School**

**COURSE PROCEDURE FOR**

**COMPUTER APPLICATIONS  
CAP1516 3 Credit Hours**

**Student Level:**

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

**Catalog Description:**

**CAP1516 - COMPUTER APPLICATIONS (3 hrs)  
[KRSN CSC1010]**

This course is designed to develop students' computer literacy and to meet the needs of students in the associate degree programs. Students will be introduced to the operating system, hardware configuration, security threats, and ethical and social standards relative to information and technology. The student will learn from hands-on experiences basic skills in file management utilities, word processing, spreadsheets, database management, and graphical presentations in the Windows environment.

**Prerequisites:**

Basic computer skills and keyboarding ability, CAP1730 Beginning Computers and/or OFT1611 Keyboarding for Computers may be recommended.

**Controlling Purpose:**

This course is offered to make students computer literate and meet the needs of students in the associate degree and/or certificate programs.

**Learner Outcomes:**

The student will demonstrate use of the computer for word processing, spreadsheet analysis, graphics, database management, data selection, data storage and retrieval, and communication, along with performing basic operating system functions. The student will analyze information, select proper format, organize information, and generate and assess output. The student will learn from hands-on experiences, by utilizing programs in a graphical user interface.

**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 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 1: TECHNOLOGY OVERVIEW**

Outcome: The student will demonstrate essential computer skills and will be introduced to the operating system, hardware configuration, security threats, and ethical and social standards relative to information and technology.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Differentiate between an operating system and applications
						Describe various input options, output options, and file storage options
						Explain the purpose of a browser, a search engine, and an online social network
						Differentiate the Internet from the web, and describe the relationship among the web, webpages, websites, and web servers
						Discuss digital security risks associated with viruses and other malware
						Perform basic mouse operations
						Identify the components of the Microsoft Office ribbon
						Download files and extract from zipped folders
						Perform file management tasks
						Create folders and understand the hierarchy

**UNIT 2: WORD PROCESSING**

Outcome: The student will develop the ability to perform a variety of basic word processing functions.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Enter text into a document
						Import clip art into a document and format
						Change the font style, size, and appearance of text
						Spell and grammar check as you type and find and insert synonyms
						Create, modify, and insert building blocks
						Move text using the cut and paste and the drag and drop method
						Use shortcut menus to accomplish context-sensitive tasks
						Create headers and footers in a document
						Change line spacing, margins, indents, and before and after paragraph spacing
						Create footnotes in a document
						Insert citations and create a bibliography
						Use Word Count
						Use and modify styles
						Find and Replace text
						Create custom tab stops
						Create and format tables

**UNIT 3: DATABASE**

Outcome: The student will develop skills in creation and management of databases.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Design the structure of a table
						Add fields and records to a table
						Print the contents of a table
						Create a form to enter and view data
						Create a report
						Create and run a query
						Use a query to display selected fields
						Use a variety of criteria in a query, including wildcards, comparison operators, parameter queries, and compound criterion
						Use calculations in a query
						Join tables in a query
						Create a crosstab query
						Import and export data from and to other applications
						Customize the navigation pane

## UNIT 4: SPREADSHEETS

Outcome: The student will perform a variety of tasks to demonstrate their general knowledge of spreadsheets and their functions.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Select a range of adjacent or nonadjacent cells
						Apply automatic math functions to create formulas
						Copy formulas in a worksheet
						Change the formatting of numbers and fonts
						Create a chart using default and custom selections
						Change the width of columns and the height of rows in a worksheet
						Create and rename additional sheets
						Preview and print a workbook, using various print options
						Display and print cell formulas in a worksheet
						Apply conditional formatting
						Change worksheet margins, header, and page orientation
						Create formulas using absolute cell references
						Use the NOW, IF, AVERAGE, MAX, and MIN functions
						Perform what-if analysis and goal seek

## UNIT 5: GRAPHIC PRESENTATIONS

Outcome: The student will attain the skills necessary to create a slide show presentation.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Select and apply themes to graphic presentations
						Create and edit slides with titles, subtitles, and text
						Change the default font styles, sizes, and appearance of text in slides
						Design, lay out, and create a slide presentation
						Apply the slide, outline, notes, and slide sorter views
						Insert clipart and photographs into a presentation and re-size them
						Add a header and footer to slides and outline pages
						Apply transitions to slides
						Run an animated slide show
						Print a presentation as handouts
						Change slide layout
						Format slide backgrounds using texture fill or pictures
						Add shapes and WordArt and format them
						Add audio and video media to slides

**Projects Required:**

The student will save and submit required lessons.

**Textbook:**

Contact Bookstore for current textbook.

**Materials/Equipment Required:**

Computer, printer, 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.

The learning outcomes and competencies detailed in this course meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Project for this course, as sanctioned by the Kansas Board of Regents.



Students with acceptable prior experience with Microsoft Word, Excel, Access, and PowerPoint may substitute CAP1517 Advanced Computer Applications for CAP1516 Computer Applications to fulfill the computer literacy requirement.

Students without basic computer skills are encouraged to take CAP1730 Computer Applications/Beginning Computers, as a prerequisite to CAP1516 Computer Applications.

Students without keyboarding skills are encouraged to enroll in OFT1611 Keyboarding for Computers.

**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.