



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**ADVANCED COMPUTER APPLICATIONS
CAP1517 3 Credit Hours**

Student Level:

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

Catalog Description:

CAP1517 - ADVANCED COMPUTER APPLICATIONS (3 hrs)

This course is offered to enhance students' computer literacy and meet the needs of students in the associate degree and/or certificate programs. The students will learn from hands-on experiences advanced skills in word processing, spreadsheet applications, database management, and graphical presentations in the Windows environment.

Prerequisites:

CAP 1516 Computer Applications, or acceptable prior experience with Microsoft Word, Excel, Access, and PowerPoint

Controlling Purpose:

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

Learner Outcomes:

The student will confidently demonstrate use of Microsoft Office along with performing Windows operating functions. The student will demonstrate advanced skills to analyze information, select proper format, organize information, and generate output. The student will learn from hands-on experiences, utilizing programs in a graphical user interface, word processing, spreadsheets, database management, and graphical presentations.

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: WORD PROCESSING

Outcome: The student will utilize Word's advanced features in creation of complex tables, merge documents with IF statements, and desktop publishing.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Add borders and shading to a document
						Create a watermark
						Use section and page breaks
						Create custom tabs sets
						Create a chart from a Word table
						Use the Draw Table feature to create a table
						Use formulas to calculate sums in a table
						Use the format painter
						Create headers and footers for a section
						Create merge and data files
						Use IF statements in a merge document
						Create and print envelopes and mailing labels
						Use desktop publishing techniques to create a newsletter, including columns, drop caps, and pull quotes
						Insert and format graphics
						Change character effects and character spacing
						Work with shapes and the drawing canvas
						Insert and format WordArt

UNIT 2: SPREADSHEET

Outcome: The student will gain the Excel skills necessary to create and manipulate a database, create templates and workbooks containing formulas with 3-D references, and create financial formulas and data tables.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Create a template and create a workbook from the template
						Create formulas that reference cells in different sheets in a workbook
						Create cell names and use cell names in writing formulas
						Enhance embedded charts
						Add comments to a cell
						Add headers and footers to a workbook
						Change print margins and name and print sections of a worksheet
						Find and replace text in the workbook
						Create and display a database table
						Query a table using both AutoFilter and criteria ranges
						Use automatic subtotals and database functions
						Protect a worksheet
						Create financial formulas
						Build data tables
						Analyze worksheet data by changing values
						Apply conditional formatting with an icon set
						Create a lookup table

UNIT 3: DATABASE

Outcome: The student will develop the ability to create and modify forms and reports, as well as create macros, switchboards, and combo boxes.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Create a form with different formats, column headings, and controls
						Create a report with multiple fonts, colors, and controls
						Add fields to a table, including Yes/No, date, OLE, and memo fields
						Change label properties
						Add totals and subtotals to a report
						Modify subform designs
						Enter data into OLE fields
						Change special effects and colors of labels
						Create, modify, and use macros
						Create a combo box
						Create, modify, and use a switchboard
						Create multi-table reports and forms
						Use the input mask wizard
						Create PivotTables and PivotCharts

UNIT 4: GRAPHIC PRESENTATIONS

Outcome: The student will incorporate a variety of PowerPoint's advanced features to create slide presentations which include action buttons, action settings, sound effects, hyperlinks, custom backgrounds, and customized clipart.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Create custom slide presentations
						Create custom clipart
						Change existing clipart with the group and ungroup commands
						Create custom handouts
						Embed visuals into presentation, including a Word table and an Excel chart
						Create a presentation from a Word outline
						Create a custom background by adding a picture
						Add action buttons and action settings
						Add sound effects and hyperlinks to slides
						Create and format SmartArt graphics

Projects Required:

The student will save and submit required lessons.

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:

Computer, printer, & 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.