



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**COMPUTER APPLICATIONS
CAP 1516 3 Credit Hours**

Student Level:

This course is open to students on the college level in either the Freshman or Sophomore year.

Prerequisites:

Acceptable performance on Computer Applications assessment test.

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 microcomputer 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, which utilize programs in graphical user interface.

Unit Outcomes and Clock Hours of Instruction for Core Curriculum:

The following outline defines the minimum core content not including the final examination period. Instructors may add other material 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: WINDOWS
 Outcomes: Upon completion of the unit, students will be able to successfully demonstrate the ability to:

A	B	C	D	F	N	Specific Competencies
						Demonstrate the three key mouse operation skills: clicking, double clicking, and clicking and dragging
						Choose commands from a menu
						Open and exit programs within the graphical user interface
						Identify the elements of the My Computer window
						Move, copy, delete, and rename files
						Move between applications
						Maximize, minimize, and resize a window
						Create, save, print, and edit a file

UNIT 2: WORD PROCESSING
 Outcomes: Upon completion of the unit, students will be able to successfully demonstrate the ability to:

A	B	C	D	F	N	Specific Competencies:
						Enter text into a document
						Import clip art into a document
						Change the font style, size, and appearance of text
						Spell and grammar check as you type
						Use templates to create documents
						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
						Create footnotes in a document

UNIT 3: SPREADSHEETS

Outcomes: Upon completion of the unit, students will be able to successfully demonstrate the ability to:

A	B	C	D	F	N	Specific Competencies:
						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
						Display and print cell formulas in a worksheet

UNIT 4: DATABASE

Outcomes: Upon completion of the unit, students will be able to successfully demonstrate the ability to:

A	B	C	D	F	N	Specific Competencies
						Define the fields in a table
						Add fields and records to a table
						Print the contents of a table
						Use a form to enter and view data
						Create and run a query
						Use a query to display selected fields
						Join tables in a query
						Restructure a table
						Specify legal values
						Update a table with validation rules
						Specify referential integrity

UNIT 5: GRAPHIC PRESENTATIONS

Outcomes: Upon completion of the unit, students will be able to successfully demonstrate the ability to:

A	B	C	D	F	N	Specific Competencies
						Select and apply design templates to a graphics presentation
						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 master views
						Insert clipart into a presentation
						Add a header and footer to slides and outline pages
						Apply custom animations and animation schemes to slides
						Run an animated slide show

Projects Required:

The student will save and submit required lessons.

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:

Computers and software used in this course is Microsoft Office (2003), including Word (2003), Excel (2003), Access (2003), and Power Point (2003).

Attendance Policy:

Students should adhere to the attendance policy included in the syllabus.

Grading Policy:

Grading may vary according to the instructor.

Criterion Based Evaluation:

Unit Tests
Assignments
Final Exam

Letter grades will be assigned according to the following scale:

A = 100 - 90
B = 89 - 80
C = 79 - 70
D = 69 - 60
F = 59 and Below

Maximum class size: 24

Course Timeframe:

Three clock hours per week.
Additional time required depending on individual student capabilities.

Catalog Description:

CAP 1516 COMPUTER APPLICATIONS 3 hours

This course is designed to develop students' computer literacy and to meet the needs of students in the associate degree programs. 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.

Students may substitute the three one-hour courses, CAP1733 - Word Processing, CAP1736 - Spreadsheets, and CAP1739 - Database, for CAP1516 Computer Applications to fulfill the computer literacy requirement.

Students with acceptable performance on the computer assessment placement test may substitute CAP1517 Advanced Microcomputer Applications for CAP1516 Computer Applications to fulfill the computer literacy requirement.

Students without prior skills in computers are encouraged to take Beginning Computers, CAP1730, as a prerequisite to Computer Applications.

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

Academic Code of Conduct:

Cowley College is committed to instilling in its students a high level of academic integrity. Integrity in the classroom is a definite expectation. Students who compromise the integrity of the academic process are subject to disciplinary action by the college.

A violation of academic integrity includes but is not limited to:

- Plagiarism
- Cheating

- Fabrication and Falsification
- Multiple Submission
- Misuse of Academic Materials
- Complicity in Academic Dishonesty

If a student is ever in doubt about the specific guidelines governing individual or group work with respect to a particular course or assignment, be sure to ask the instructor for clarification.

XF Grade

In accordance to the Academic Code of Conduct, an XF grade may be given to:

1. Students who are guilty of academic misconduct on tests or major assignments.
2. Students who knowingly facilitate classmates in academic misconduct on tests or major assignments (will be based upon the decision of the Appeals Committee).
3. Students who commit repeat violations of the Academic Code of Conduct on any class assignments.

The Academic Code of Conduct will be used to define academic misconduct.

If an instructor determines a student should receive an XF grade:

1. The instructor will meet with the student and follow the Academic Code of Conduct to ensure that the student has an initial opportunity to respond.
2. If the instructor still believes the student should receive an XF grade, the instructor will notify the Instructional Office and complete an XF form.
3. The student will then be notified of his/her right to appeal by the Appeals Committee, which will be scheduled as needed.
4. If the student chooses to appeal the X portion of the grade, the Appeals Committee will have the final authority.
5. The student will have the opportunity to remain in the class until the appeal process has been completed. Formal withdrawal from the class will not prevent the student from receiving a grade of XF.
6. A student may not withdraw from a class after receiving a grade of XF.
7. The decision of the Appeals Committee will be the final decision. The student, teacher, and advisor will be notified within 4 business days

To have the first XF grade removed from his/her transcript, the student must perform 20 hours of community service and successfully complete a course on academic honesty by the end of the following semester. The community service will be arranged through A.C.E.S. and will be completed at the discretion of the A.C.E.S. sponsor. The course will be for 1 credit hour at the student's expense with no financial aid or scholarship assistance. The Instructional Office may keep internal records that show the student received an XF grade that was later converted to an F after completion of the required community service and short course on academic honesty.

If a student receives an XF grade for a second time, that grade will remain on his/her transcript with no opportunity for removal. An XF grade cannot be erased from the Academic Fresh Start program.

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DISCLAIMER: THIS INFORMATION IS SUBJECT TO CHANGE. FOR THE OFFICIAL COURSE PROCEDURE CONTACT ACADEMIC AFFAIRS.

Academic Misconduct

First Level Resolution

The original jurisdiction of any case involving academic misconduct shall be with the faculty member whose course the alleged misconduct occurred. If a faculty member suspects a student of an academic misconduct, he/she must inform the student without unnecessary delay of the alleged misconduct and provide the student the opportunity to respond before taking any action. Students suspected of academic misconduct, whether acknowledging involvement or not, shall be allowed to continue the course without prejudice pending disciplinary actions. If the faculty member takes no action within 10 days after informing the student, the allegations shall be considered dismissed.

The faculty member may take one or more of the following actions: alter a grade or assign a grade of "F" in the assignment, examination, or the course and/or recommend an additional sanction up to and including suspension and/or dismissal from the course. The action taken by the faculty member should be reported to their Department Chair/Director and the Instructional Office. The student so affected shall have the right of appeal through the Vice President of Academic and Student Affairs.

Second Level Resolution

If a second offense of academic misconduct occurs during the student's academic career, this WILL result in administrative withdrawal from the institution for a period of one academic year. The student so affected shall have the right of appeal through the Vice President of Academic and Student Affairs.

Third Level Resolution

After one academic year the affected student may re-enroll with the understanding if a violation of the Academic Code of Conduct occurs during their tenure at Cowley College the result will be permanent expulsion from the institution with no right of appeal.

(Institutional Policies: Student Affairs Council: Series 400.00: 402.00 Academic Code Of Conduct)

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If you have a disability which may impact your work in this class and for which you require accommodations, please contact Mark A. Richardson, the Disability Services Coordinator, located in the Nelson Student Center Room 203 in order for arrangements of needed accommodations. Phone number: Main Campus - 620-441-5557 or North Campuses - 316-554-2724.

E-mail: richardson@cowley.edu

Grade Change/Appeal:

If a student is dissatisfied with a course grade issued by an instructor and believes the grade issued is incorrect, the student may use the following appeal procedures:

- The student shall, within one academic semester following issuance of the grade, confer with the instructor and outline the reason(s) the student feels the grade is incorrect.

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- The instructor shall advise the student of the grade change-if applicable.
- If the student is not satisfied with the results of the conference, he/she may request a Student Grade Appeal Form in the office of the Vice President of Academic and Student Affairs or the Dean of North Campuses. A review conference shall be held within the semester that the appeal is filed. The Vice President of Academic and Student Affairs, or their designee, the instructor who issued the grade, the Chairperson of the department or the Instructional Director involved or their designee will comprise the committee. The Vice President of Academic and Student Affairs will issue a decision and notify the student in writing within ten (10) days following the review. This decision is final.

(Institutional Policies: Academic Affairs Council: Series 200.00: 263.00 Student Appeal of Course Grade)

Student Code of Conduct

Students attending Cowley College are expected to conduct themselves as responsible individuals at all times while on campus. Acts of incivility or other behavior which interferes with or detracts from the learning-centered environment are not acceptable. In addition, student actions which violate school policies or local, state, or federal laws are not tolerated and may result in dismissal from the college or other disciplinary action.

- Intoxicating Beverages and/or Illegal Drugs: No alcoholic or cereal malt beverages and/or illegal drugs shall be allowed on the campus or at school-sponsored functions.
- Tobacco: Smoking is not permitted in College facilities. This includes smokeless tobacco products.
- Dress and Appearance: Students are expected to be clean and dress within the limits of general trends of dress at this college. Additionally, dress must be in accordance with all laws pertaining to health, sanitation, and insurance.
- Classroom Expectations: Students are expected to behave in a civil and professional manner in the classroom. Instructors shall not permit the continued presence of disruptive behavior in class.
- Visitors and Children: Only students who are enrolled in classes are allowed to attend. Children and visitors must have prior approval from administration to attend class sessions. While on campus children and visitors must adhere to all school policies. All children under the age of 16 must be under direct supervision of a parent or guardian while on campus.
- Destruction of Property and/or Theft: Students are expected to respect the rights and property of other students, faculty, staff, etc.
- Student Identification Cards: All enrolled students at Cowley College are required to obtain a student ID card. Students must carry their current ID card with them at all times on campus.
- Electronic Devices: Cellular phones, pagers and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or within any college-owned or college-operated facilities. This includes abuse of cellular devices with photographic capability. Utilizing these devices for the purposes of photographing test questions or other forms of academic misconduct or illegal activity is prohibited, as is photographing individuals in secured areas such as lavatories or locker rooms. Taking photographs of any individuals against their will is strictly prohibited.

(Institutional Policies: Student Affairs Council: Series 400.00: 403.00 Student Code Of Conduct)