North Central Kansas Technical College

Online Spring 19 Syllabus

CIS-100 Computer Applications Syllabus

Instructor and Class Information

Instructor Name	Janet Moeller
Email	jmoeller@ncktc.edu
Phone	785-738-9013
Office Location	General Education Building
Office Hours	Via Email any time. Expect a response within 24 hours
Section Number	Online
Start Date	1/14/2019
End Date	5/10/2019
Meeting Times	Online
Location	Online
Course Website	https://mrooms.ncktc.edu/
Additional Class Information	This course will meet totally online

Course Information

Course Number	CIS-100
Course Title	Computer Applications

Course Description

Students will learn basic computer operations utilizing a windows-based computer. Word processing, spreadsheet, database, and presentation applications skills will be developed through the use of Microsoft Office, and students will learn how to integrate the data produced. Hands-on practice projects will be utilized that will be relevant for home and business use.

Total Credits	3

Pre/Corequisites

Prerequisite	There are no prerequisites for this class.

Textbooks

Online access to MyITLab - Can be purchased when registering with MyITLab

This contains all textbooks available online only.

Optional Hardcopy Book: Gaskin, Vargas, Geoghan & Graviett, GO! with Microsoft Office 2016 Vol. 1, Pearson Publishing, ISBN-13: 978-0134320779

Optional Hardcopy Book: Hubbard, GO! with Computer Concepts Getting Started, 2nd Edition, Pearson Publishing, ISBN-13: 9780134411903

Learner Supplies

College computers are available onsite only: Internet, Hardware, and Software provided

Offsite equipment may be used, and you must have at least:

1. Computer with Internet Access
2. Microsoft Office 2016 software which includes Word, Excel, Access and Powerpoint

Course Competencies

Identify the specifications and configurations of computer hardware.

Identify the role of an operating system

Use the Internet to find information and determine its credibility

Use word processing software to create, edit and produce professional documents.

Create spreadsheets and charts for problem-solving

Utilize a database

Use presentation software to create, edit, and produce professional presentations.

Utilize the integration between different application software and technology.

Identify the ethical and social standards of conduct regarding the use of information and technology.

Identify security threats and solutions.

Course Grading Information

NCK Tech Grading Scale:

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

Instructor Grading Information

40% - Daily / Lab Work

60% - Tests

NCK Tech Mission Statement

North Central Kansas Technical College delivers applied, innovative and personalized education to empower learners, enrich lives, develop skilled professionals and strengthen economic systems.

Vision Statement

North Central Kansas Technical College is dedicated to being a leader in workforce development by maximizing value for students, employers and communities through educational excellence.

Core Values

Achieving EXCELLENCE with INTEGRITY through

DEDICATION

INNOVATION

COLLABORATION

COMMUNICATION

NCK Tech Non-Discrimination Policy

NCK Tech is committed to non-discrimination on the basis of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital status, religion, age, ancestry, disability, military status, or veteran status in admission or access to, or treatment or employment in, its programs and activities. Further, it is the policy of the college to prohibit harassment (including sexual harassment and sexual violence) of students and employees.

Any person having inquiries concerning the college's compliance with the regulations implementing Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act Amendments Act is directed to the Dean of Instructional Services (Section 504/ADA Compliance Officer) or the Dean of Student Services (Title VI, Title VII, & Title IX Compliance Officer) at 1-800-658-4655 or PO Box 507, 3033 US Hwy 24, Beloit, KS 67420.

NCK Tech Tobacco Use Policy

The use of tobacco products in any form and/or electronic cigarettes is prohibited in, or within ten (10) feet of any building owned, leased, or rented by the College.

NCK Tech Weapons Policy

Individuals who choose to carry concealed handguns **are solely responsible to do so in a safe and secure manner in strict conformity with state and federal laws and NCK Tech weapons policy.** Individuals must be 21 years of age to carry concealed handguns.

Safety measures outlined in the NCK Tech weapons policy specify that a concealed handgun:

- Must be under the constant control of the carrier.
- Must be out of view, concealed either on the body of the carrier, or backpack, purse, or bag that remains under the carrier's custody and control and within immediate reach of the individual.
- Must be in a holster that covers the trigger area and secures any external hammer in an un-cocked position
- Must have the safety on, and have no round in the chamber.

Lockers, toolboxes, and/or tool bags are not approved storage devices in accordance with NCK Tech Policy.

Overview for Students with Disabilities

NCK Tech is dedicated to providing equal access and opportunity to all campus programs and services for students with disabilities. We are committed to providing reasonable accommodations in accordance with applicable state and federal laws including, but not limited to, Section 504 and 508 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. We strive to create a safe, respectful and inclusive environment and promote awareness, knowledge and self-advocacy.

NCK Tech acknowledges that traditional methods, programs and services are not always appropriate or sufficient to accommodate the limitations experienced by some qualified persons with disabilities. When a student's disability prevents him/her from fulfilling a course requirement through conventional procedures, consideration will be given to alternatives, keeping in mind that academic standards must be maintained.

Services are provided through Student Accessibility Services (SAS) staff by contacting the Director of Learning Resources 1-785-738-9020; aloomis@ncktc.edu; or by mail at NCK Technical College, 3033 US Hwy 24, Beloit, KS 67420.

Student Responsibilities

Students requesting support services will need to register ("self-disclose" and complete Student Accessibility Services Intake Form), provide appropriate documentation including how the disability affects academic performance and suggested accommodations, and communicate with the Director of Learning Resources as part of interactive process to create an Educational Accommodation Plan that will notify Instructors of approved accommodations, services and/or auxiliary aids.

Students are encouraged to make timely and appropriate disclosures and requests, at least two weeks in advance of a course, program, or activity for which an accommodation is requested (or as soon as realistically possible) to allow adequate time for accommodation services to be set in place.

Accommodations, Academic Support Services, or Auxiliary Aids

Reasonable accommodations including academic support services and auxiliary aids are provided to allow students with disabilities an equal opportunity to participate in and benefit from our educational programs. Accommodations will be provided on a case-by-case basis determined by student request, documentation, intake interview, and assessment of individual needs and course requirements.

Reasonable testing accommodations may include, but are not limited to:

* Extended testing time

* Reduced distraction testing environment

* Test reader and/or scribe

* Use of calculator

Academic support services/auxiliary aids may include, but are not limited to:

* Note-taking assistance (second set of notes, power point slides, or other visual aids provided)

* Sign Language Interpreter

* Preferential seating in the classroom

* Large print exams, handouts, signs, etc.

* Telecommunications devices

* Use of Assistive Technology

Accommodations may not fundamentally alter the nature of the program or activity, lower academic standards, present undue financial or administrative burden on the college, or post a threat to others or public safety.

Additionally, some accommodations and services cannot be provided, such as personal devices or assistance with personal services.

Auxiliary aids may be available through a variety of sources available to individual students. The student may make a request in obtaining specialized support services from other resources such as Vocational Rehabilitation Services (VR), Recordings for the Blind, Kansas Talking Book Service, etc. For example, Vocational Rehabilitation may fund such items as transportation to the institution, tuition, textbooks, hearing aids, and other individually prescribed medical devices.

If at any time throughout the academic year, a student feels that the agreed upon accommodations are not being followed or that alternate accommodations need to be provided, the student should notify Student Accessibility Services (SAS) staff. NCK Tech is committed to student success; however, we do not require students to use accommodations. The decision of when to utilize approved accommodations or services is up to the student. Integration, self-advocacy and individual responsibility are promoted and expected.

Reasonable Suspicion

If reasonable suspicion of substance abuse exists regarding an employee or student based on objective criteria (including, but not limited to, behavior, appearance, demeanor, detection of the odor of alcohol or any controlled substance), the employee or student will be requested to consent to drug testing performed by NCK Tech's contract vendor at the expense of the college.

A. A college administrator (or their designee) shall drive the employee or student to the vendor's site for drug testing and shall return the employee or student to his/her residence (or arrange for transportation) following the testing.

B. Test results shall be sent directly to the college administrator, with a copy also sent to the employee or student. All test results will be considered confidential, access to the results will be limited to institutional personnel who have a legitimate need-to-know.

C. In the event of a positive test result, the employee or student may request a retest of the sample at the employee or student's expense. The request must be submitted within 24 hours.

D. Positive results for any illegal drugs, or prescription drugs (either not prescribed for the employee or student, or at levels above the prescribed dosage), or blood alcohol level of 0.04 or greater shall be grounds for disciplinary action, up to and including termination or expulsion.

E. Refusal to provide a specimen for this testing shall be treated as a positive drug test result.

F. Test results or specimens that have been determined to be altered by the employee or student shall be grounds for disciplinary action, up to and including termination or expulsion.

G. If the employee or student tests positive for an authorized prescription drug which may impair his/her performance or judgment, the employee or student may not be permitted to participate in college activities until he/she provides a doctor's release.

Right to Modify the Syllabus

The instructor reserves the right to modify the syllabus during the semester. Students will be given advanced notice if a change would occur.

Scholastic Dishonesty

Membership in the NCK Tech learning community imposes upon the student a variety of commitments, obligations, and responsibilities. It is the policy of this college to impose sanctions on students who misrepresent their academic work. Appropriate classroom instructors or other designated persons will select these sanctions consistent with the seriousness o the violation and related considerations.

Examples of scholastic dishonesty include but are not limited to:

- Plagiarism: i.e. taking someone else's intellectual work and presenting it as one's own. Each department set standards of attribution. Faculty will include disciplinary or class-specific definitions in course syllabi.
- Cheating is unacceptable in any form. Examples include consultation of books, library materials, notes or intentional observation of another student's test on paper or a computer screen; accessing another student's answers from an exam to be given or in progress; submission of falsified data; alteration of exams or other academic exercises; and collaboration on projects where collaboration is forbidden.
- Falsification, forgery or alteration of any documents pertaining to assignments and examinations.
- Students who participate in, or assist with, cheating or plagiarism will also be in violation of this policy.

Classroom instructors and/or administrators will assess sanctions for violations of this policy. The seriousness of the violation will dictate the severity of the sanction imposed. Academic sanctions may include but are not limited to any of the following:

1. verbal or written warning
2. lowering of grade for an assignment
3. lowering of term grade

Administrative sanctions may include but are not limited to either of the following

1. suspension from the College
2. dismissal from the College

NCKTC Inclement Weather Policy

School dismissals and cancelations will be announced using the NCKTC RAVE Alert system. Local media will also be notified.

NCKTC Kansas Core Outcome statement

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

Due Dates for Assignments

All work is due at the end of the class the day it's due. All work not turned in on time will receive no credit. Exceptions are made by interview only.

Proctored Exams

Each student is required to retain an Exam Proctor.

1. An exam proctor is someone the course instructor has approved.
2. The college is not responsible for paying this individual.
3. The proctor must have access to Microsoft Office 2016 and an Internet connection
4. The proctor must provide an email address and phone number to the instructor.

Examples of Proctors are:

A. Public School Teachers

B. Clergy

C. Public Library employees

D. College Instructors

E. Law Enforcement Officers

F. Not your Mother or Father or other Relative

You must submit their information to me by the end of the 2nd week. I will then call them and explain their roll and my expectation to them. Then on the Monday of test week I will email them with the password for that test.

At the conclusion of the course it is suggested that you reward them with at least a thank you.

If you are unable to retain a proctor you are allowed to use a classroom in the General Education building and facilities here on the Beloit campus. Again please make arrangements with me during the 2nd week of the course.

Most tests will take at least 30 minutes and no more than two hours.

Late Assignment Policy

Late assignments are not accepted unless prior arrangements are made with the instructors.