CIS-100 Computer Applications

Janet Moeller
NORTH CENTRAL KANSAS TECHNICAL COLLEGE

COURSE INFORMATION

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.

Instructional Level: Certificate/Degree
Credits: 3
Pre/Corequisites:

- Prerequisite: There are no prerequisites for this class.

CLASS INFORMATION

Term: Spring Year: 2020 Start Date: 1/13/2020 End Date: 5/8/2020
Delivery Mode: Online

INSTRUCTOR

Janet Moeller
Email: jmoeller@ncktc.edu
Office Phone: (785) 738-9013
Office Location: General Education Building
Office Hours: MWF 1:00-4:00
Email is checked frequently and an answering machine is available to leave a message on my office phone.

TEXTBOOKS

Online access to MyITLab - Can be purchased when registering with MyITLabThis 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, PearsonPublishing, ISBN-13: 9780134411903

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

1. Identify the specifications and configurations of computer hardware.
2. Identify the role of an operating system
3. Use the Internet to find information and determine its credibility
4. Use word processing software to create, edit and produce professional documents.
5. Create spreadsheets and charts for problem-solving
6. Utilize a database
7. Use presentation software to create, edit, and produce professional presentations.
8. Utilize the integration between different application software and technology.
9. Identify the ethical and social standards of conduct regarding the use of information and technology.
10. Identify security threats and solutions.

GRADING INFORMATION

NCK Tech's Grading Scale:

A 100% -90%

B 89% - 80%

C 79% - 70%

D 69% - 60%

F 59% and below

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

Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with NCK Tech are hereby notified that this college is committed to nondiscrimination 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 contact the person identified below who has been designated to coordinate the Institution's efforts to comply with the regulations implementing these laws.

- The Section 504/ADA Compliance Officer can be reached at section504@ncktc.edu, (785) 738-2276, or by mail at Attn: Section 504 Officer, PO BOX 507, 3033 US Hwy 24, Beloit, KS 67420(785) 738-9055 or by mail at NCK Tech, Attn: Dean of Instructional Services, PO Box 507, 3033 US Hwy 24, Beloit, KS 67420.

- The Title IX Compliance Officer can be reached at titleix@ncktc.edu, (785) 738-2276, or by mail at Attn: Title IX Officer, PO BOX 507, 3033 US Hwy 24, Beloit, KS 67420(785) 738-9055 or by mail at NCK Tech, Attn: Dean of Instructional Services, PO Box 507, 3033 US Hwy 24, Beloit, KS 67420.

Title VI, Title IX and Section 504 complaints may also be field with the Regional Office for Civil Rights. Address correspondence to:

US Department of Education, Region VII
Office for Civil Rights
10220 N Executive Hills Blvd
Kansas City, MO 64153

Where discrimination is found to have occurred, NCK Tech will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to hold accountable the responsible individual(s). Additional details regarding the investigation process can be found in the Faculty/Staff Handbook and the Student Handbook as approved by the NCK Tech Board of Trustees.

For further information on notice of non-discrimination, you may contact the U.S. Department of Education, Office for Civil Rights at 1-800-421-3481 or visit https://www2.ed.gov/about/offices/list/ocr/index.html.

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 located in the Student Success Center, on the Beloit Campus, and in Student Services, on the Hays Campus.

- Director of Learning Services, may be reached at 1-785-738-9020; 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 and Consent Form), provide appropriate documentation (if available) including how the disability affects academic performance and suggested accommodations, and communicate with the Director of Learning Services as part of the 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, Educational Accommodation Plan team, 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.

Grievance Procedure

Any student who believes he or she has been subjected to discrimination on the basis of disability or has been denied access or accommodations, shall have the right to invoke the Grievance Procedure.

Students are encouraged to first discuss their concerns with SAS. An attempt will be made to resolve the issue(s) causing concern by assisting the student in discussions with the person(s) involved. Most situations are positively resolved through this process. If the student does not feel the concern or complaint has been appropriately resolved, he or she should contact the Vice President of Student and Instructional Services at 1-800-658-4655 or PO Box 507, 3033 US Hwy 24, Beloit, KS 67420, where grievance procedures are filed for all students, including students with disabilities.

If the complaint is not resolved at the College level, a student may choose to file a complaint with the Office for Civil Rights at 1-816-268-0550 or U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106.

Confidentiality

All information regarding a student's disability is confidential. All documentation will remain separate from academic records and will not be released to an individual or source external to NCK Tech without the student's written consent. In order to provide effective services, it may be necessary to communicate limited information on a need-to-know basis regarding disability-related needs to NCK Tech faculty and/or staff.

Placement Testing Accommodations

Students are required to provide placement test scores to gain acceptance into their chosen full-time program. NCK Tech administers the ACCUPLACER Test for appropriate placement in Math and English classes. Testing takes place in a quiet testing environment and is computerized and untimed so you can work at a pace that is comfortable for you. If you have a learning or physical disability that would prevent you from taking the ACCUPLACER under standard conditions, you may request accommodations by contacting Director of Learning Services, at 1-785-738-9020. Accommodations that can be arranged include (but are not limited to) enlarged text/screen magnification, modifiable screen colors, alternative test format including Braille, and untimed test breaks.

Students wanting to request a testing accommodation will need to provide recent professional documentation regarding the disability, which would include how the disability affects the student's academic performance and suggested accommodations.

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 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.

INSTRUCTOR GRADING INFORMATION

You will be graded on your daily work, tests and a final exam. Daily work is worth 40% of your grade and tests and final exam are 60% of your grade. To earn a passing grade you must attain at least a 60% average on all your course work. **No late work is accepted.**

Daily work includes simulations (15-30 points each), grader assignments (100 points each), and a chapter quiz (30 points each) for each chapter. Total points - 1710 (40%)

Tests include a test for each section and a computer concepts test Total points - 420 (40%)

The final project is a simulations of a real-world business where you will use all the software and integrate data back and forth Total points - 150 (20%)

Assessment Requirements include: (1) a 20 point quiz over the Computer Concepts materials and (2) the final project over the software covered.

WITHDRAWL FROM CLASS

The last official day a student can withdraw from class is March 16, 2020. A grade of "W" will appear on the transcript if the student withdraws on or before that date; a grade of "F" will appear if you withdraw after that date. Withdrawal forms are available in the Student Success Center. Withdrawals are not effective until completed forms are on file in the Registrar's Office. If the proper withdrawal procedure is not followed, a grade of "F" will appear on the transcript.

SCHEDULE

Date/Session	Description	Due Date
Week 1	Computer Concepts - Microsoft Office 2016 Powerpoint, Computer Concepts Powerpoint, Office Project 1A, Office Project 1B, Computer Concepts Quiz, Computer Concepts Discussion	January 19 - Midnight
Week 2	Word Chapter 1 Powerpoint and Videos, Word Chapter 1 simulation, grader assignment, quiz and discussion post	January 26 - Midnight
Week 3	Word Chapter 2 Powerpoint and Videos, Word Chapter 2 simulation, grader assignment, quiz, and discussion post.	February 2 - Midnight
Week 4	Word Chapter 3 Powerpoint and Videos, Word Chapter 3 simulation, grader assignment, quiz, and discussion post.	February 9 - Midnight
Week 5	Word and Computer Concepts Test	February 16 - Midnight
Week 6	Excel Chapter 1 Powerpoint and Videos, Excel Chapter 1 simulation, grader assignment, quiz, and discussion post.	February 23 - Midnight
Week 7	Excel Chapter 2 Powerpoint and Videos, Excel Chapter 2 simulation, grader assignment, quiz, and discussion post.	March 1 - Midnight
Week 8	Excel Chapter 3 Powerpoint and Videos, Excel Chapter 3 simulation, grader assignment, quiz, and discussion post.	March 8 - Midnight
Week 9	Excel Test	March 15 - Midnight
Week 10	Access Chapter 1 Powerpoint and Videos,Access Chapter 1 simulation, grader assignment, quiz, and discussion post.	March 22 - Midnight
Week 11	Access Chapter 2 Powerpoint and Videos,Access Chapter 2	March 29 - Midnight

	simulation, grader assignment, quiz, and discussion post.	
Week 12	Access Chapter 3 Powerpoint and Videos,Access Chapter 3 simulation, grader assignment, quiz, and discussion post.	April 5 - Midnight
Week 13	Access Test	April 12 - Midnight
Week 14	Powerpoint Chapter 1 Powerpoint and Videos,Powerpoint Chapter 1 simulation, grader assignment, quiz, and discussion post. Powerpoint Chapter 2 Powerpoint and Videos,Powerpoint Chapter 2 simulation, grader assignment, quiz, and discussion post.	April 19 - Midnight
Week 15	Powerpoint Chapter 3 Powerpoint and Videos,Powerpoint Chapter 3 simulation, grader assignment, quiz, and discussion post.	April 26 - Midnight
Week 16	Powerpoint Test and Final Project	May 3 - Midnight