



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

Section Number:

Term: Spring Year: 2023 Start Date: 1/9/2023 End Date: 5/12/2023

Meeting Times: MWF 11:15-12:15, MW 3:00-4:20, TH 8:00-9:45, TH 9:50-11:35, TH 2:45-4:30

Meeting Location: General Education Building, Computer Application Lab

Delivery Mode: Face to Face

INSTRUCTOR

Janet Moeller

Email: jmoeller@ncktc.edu

Office Phone: (785) 738-9013

Office Location: General Education Building

Office Hours:

MWF 10:00-11:00, TH 7:30-8:00, 2:00-2:30 or by appointment

Email is checked frequently and an answering machine is available to leave a message on my office phone. If you are unable to attend class, please use one of these methods. Sending a message with a friend or roommate will not be counted as an excused absence.

TEXTBOOKS

Access card is required - This includes an online text: Gaskin, Vargas, MyLab IT with Pearson eText for Go! Microsoft 365: 2021 Edition, Pearson, 2023, ISBN:9780137680283

Course Website: www.pearsonmylabandmastering.com

SUPPLIES

- You may use your own laptop if you have Microsoft Office software loaded. All other supplies will be provided. Laptops can also be checked out in the Student Success Center.

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

NCKTC Grading Scale:

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

ACADEMIC HONESTY

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 of 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 course, program, or College
2. Dismissal from the course, program, or College

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 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 the VP of Student and Instructional Services (Section 504/ADA Compliance Officer and Title VI, Title VII, & Title IX Compliance Officer) at (785)738-9055, cisbell@ncktc.edu, 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 18 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](tel: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 pose 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.

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.

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.

NCKTC INCLEMENT WEATHER POLICY

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

SEVERE WEATHER PRECAUTIONS

In the event of severe weather, if time allows, move to the wellness center tornado shelter. If no time allows, move to the English/Speech Instructors Office or hallway. In the event of fire, move outside immediately using classroom doors.

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.

ATTENDANCE

Attendance is mandatory for learning. You are expected to attend class and use class time to work on assignments. There are no excused absences, but extenuating circumstances will be considered on an individual basis by the instructor. Students with excessive absences will have a conference with his/her instructor. If you are absent from the class without prior notification to the instructor, assignments scheduled in class that day will receive a zero regardless of the due date (see separate schedule). You are expected to work on your assignments during the class time allowed. If you leave before the class time is over and you have not completed your assignments, you will receive a zero for the assignments scheduled for that day. See the schedule for more detailed information on assignments due each day.

WITHDRAWAL FROM CLASS

The last official day a student can withdraw from class is March 28, 2023. 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.

CONDUCT POLICY

Conduct in the classroom is to be professional as on the job. Appropriate language and behavior is expected at all times. If a student chooses not to use proper conduct, he/she may be asked to leave the class and receive a zero for that particular class period. That student will be called in for a conference with his/her instructor and if a workable solution cannot be arrived at between the two at that time, the student will proceed through the school's formal disciplinary procedure

SUSPENSION

Any student who is absent from class due to a suspension will receive zeros for the assignments that day.

PASSWORDS

Usernames and Password to logon to lab computers are the same as your college email username and password. Please see the IT Department if you forget your logon information.

CELL PHONE POLICY

Cell phones should not be a distraction during class time and should be placed on silent during class time. Texting, calls, and other cell phone activities should be completed outside of class time, unless those activities are part of the coursework as approved by the instructor. If your cell phone becomes a problem, it will be placed in the instructor's office until class time is over. Cell phones are not allowed to be used during tests.

INTERNET ACCESS

We have internet access in this classroom. However, it is to be used for the enhancement of curriculum only. There is to be no inappropriate use of the internet. Any violation of the above rule could result in your losing all internet privileges all over campus.

SCHEDULE

Date/Session	Description	Competencies
Week 1	MWF - Syllabi, Logins, Read and Discuss Concepts Chapter, Concepts Quiz TH - Syllabi, Logins, Read Concepts Chapter, Lecture over Concepts Chapter, Quiz	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 Identify the ethical and social standards of conduct regarding the use of information and technology. Identify security threats and solutions.
Week 2	MWF - Test over Computer Concepts, Lecture over Word Chapter 1, Simulation over Word Chapter 1, Grader assignment TH - Test over Computer Concepts, Lecture over Word Chapter 1, Simulation and quiz over Word Chapter 1, Word Chapter 1 grader assignment	Use word processing software to create, edit and produce professional documents.
Week 3	MWF - Quiz for Word Chapter 1, Lecture Word Chapter 2, simulation assignment TH –Lecture on Word Chapter 2, simulation assignment and quiz, Word Chapter 2 grader assignment	Use word processing software to create, edit and produce professional documents.
Week 4	MWF –Word Chapter 2 Grader assignment and quiz, Lecture Word Chapter 3 TH –Lecture Word Chapter 3, simulation and quiz assignment, Word Chapter 3 grader	Use word processing software to create, edit and produce professional documents.
Week 5	MWF -Word Chapter 3 grader assignment, quiz TH –Word Test, Final Project Part I	Use word processing software to create, edit and produce professional documents.
Week 6	MWF – Word Test, Final Project Part I TH –Lecture Excel Chapter 1, simulation, quiz, Excel Chapter 1 grader assignment	Use word processing software to create, edit and produce professional documents. Create spreadsheets and charts for problem-solving
Week 7	MWF – Lecture Excel Chapter 1, simulation, grader, quiz TH - Lecture Excel Chapter 2, simulation, Excel Chapter 2 Grader and quiz	Utilize the integration between different application software and technology, Create spreadsheets and charts for problem-solving

Date/Session	Description	Competencies
Week 8	MWF –Lecture Excel Chapter 2, simulation and grader TH – Lecture Excel Chapter 3, simulation, quiz and grader activity, Excel Test	Create spreadsheets and charts for problem-solving
Week 9	MWF – Excel Chapter 2 quiz, Lecture Excel Chapter 3, simulation, quiz TH – Final Project Part II, Lecture Access Chapter 1, Simulation, Quiz	Create spreadsheets and charts for problem-solving
Week 10	MWF –Excel Test, Final Project Part II TH –Grader Access Chapter 1, Lecture Access Chapter 2, Simulation, quiz	Create spreadsheets and charts for problem-solving, Utilize the integration between different application software and technology.
Week 11	MWF - Lecture Access Chapter 1, simulation, Access Chapter 1 grader TH – Access Chapter 2 Grader, Access Test	Utilize a database
Week 12	MWF - Access Chapter 1 quiz, Lecture Access Chapter 2, simulation Access Chapter 2 grader TH – Final Project Part III, Lecture Powerpoint Chapter 1, Simulation and Quiz, Grader	Utilize a database
Week 13	MWF – Access Chapter 2 quiz and Access Test, Final Project Part III TH – Lecture Powerpoint Chapter 2, Simulation, quiz and grader, Final Project Part IV	Utilize a database
Week 14	MWF – Final Project Part III	Utilize the integration between different application software and technology, Use presentation software to create, edit, and produce professional presentations.
Week 15	MWF Lecture Powerpoint Chapter 1, , Simulation, Powerpoint Chapter 1 grader, quiz	Use presentation software to create, edit, and produce professional presentations
Week 16	MWF - Lecture Powerpoint Chapter 2, simulation, and grader project, Quiz	Use presentation software to create, edit, and produce professional presentations
Week 17	MWF –Powerpoint Test, Final Project Part IV	Use presentation software to create, edit, and produce professional presentations. Utilize the integration between different application software and technology.

SUCCESS IN THIS COURSE

In order to be successful in this course, one must:

- Come to class!
- Take notes.
- Stay organized (get a planner!).
- Study for tests (use review sheets).
- Ask questions if you don't understand.
- Know that everyone wants you to succeed, but YOU have to make that happen!