CIS-108 Online Syllabus

Course Information
Organization: North Central Kansas Technical College
Course Number: CIS 108
Credits: 3
Instructor: Janet Moeller
E-mail Address: jmoeller@ncktc.edu
Campus: Beloit
Address: Hwy 24
City/State/Zip: Beloit / KS / 67420
Office Hours: Monday - Friday 7:30 - 4:30 pm
Office Phone: 785-738-9013

Number of Weeks: 16 (8 weeks in summer session)
Meeting Times/Location: Online

Description
This course is an in-depth introduction to Microsoft Office. The student will learn the fundamentals of Microsoft Word, Excel, Access, and PowerPoint. Students will be exposed to practical examples of using the computer as a useful tool. Integration of data between the four software programs will be used to show the usefulness of data from one application to the other.

Textbooks

Learner Supplies
All Supplies Provided for by the College.
**Competencies**

1. Generate Microsoft Word Documents
2. Format Text in Microsoft Word
3. Manipulate Graphics in Microsoft Word
4. Create a Research Document in Microsoft Word
5. Format Header, Page Number in Microsoft Word
6. Create Footers and other citations in Microsoft Word
7. Create Business Documents in Microsoft Word
8. Create Business Envelopes in Microsoft Word
9. Create, modify and use advanced Microsoft Word text features
10. Generate a Presentation using Microsoft PowerPoint
11. Insert Graphics and Transitions into a Presentation using Microsoft PowerPoint
12. Modify the Presentation to enhance its design using Microsoft PowerPoint
13. Insert Media into a Presentation using Microsoft PowerPoint
14. Create a spreadsheet using Microsoft Excel
15. Apply styles and font attributes to spreadsheets using Microsoft Excel
16. Create spreadsheet charts using Microsoft Excel
17. Apply formulas and functions to a spreadsheet using Microsoft Excel
18. Apply design features to a spreadsheet using Microsoft Excel
19. Apply advanced design features to a spreadsheet using Microsoft Excel
20. Create What-If analysis spreadsheets using Microsoft Excel
21. Create advanced charts using Microsoft Excel
22. Create a database using Microsoft Access
23. Create a database query using Microsoft Access
24. Create a database form using Microsoft Access
25. Create advanced queries using Microsoft Access
26. Create reports using Microsoft Access
27. Create crosstab queries using Microsoft Access
28. Search records in a database using Microsoft Access
29. Modify and update infromation in a database using Microsoft Access
30. Maintain a database using Microsoft Access

**Grading Information**

**Grading Rationale**

60% - Daily / Lab Work
* Chapter Reinforcements
* Learn it online activities
* Chapter Labs

40% - Tests
* T/F, MC, Matching
* Hands-on Application
Grading Scale
A  90 - 100 Percent
B  80 - 89.5 Percent
C  70 - 79.5 Percent
D  60 - 69.5 Percent
F  0 - 59.5 Percent

Guidelines for Success
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 2010 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 ACIT 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.

EPA Standards
The college will comply with all Federal and State Standards in regard to OSHA and EPA Regulations. In most of the shops and labs, students either handle or produce hazardous waste materials. All faculty have received training on these standards. In addition, students will receive the following instruction in this course: proper disposal or recycling of printer cartridges.
Services for Students with Disabilities
Students, with either a permanent or temporary disability, who require accommodation for more than one week should request services by contacting the Student Services Office. Students requesting accommodations must present written documentation from a certified professional, which should include a statement identifying the disability as well as recommendations for accommodations. Contact, at least one month in advance, the Dean of Student Services (785) 738-2276 to make requests for accommodations.

Policy Regarding Academic Dishonesty
Academic dishonesty of any kind will not be tolerated while attending North Central Kansas Technical College. The examples of academic dishonesty are plagiarism, cheating, falsification or forgery of any assignments or examinations. Any student who participates in any form of academic dishonesty must accept the consequences of their actions. These consequences may include but are not limited to the following (a) verbal or written warning, (b) lowering of grade for assignment/activity, (d) failure of class assignment or exam.