

Course Description:

The impact of computers on society, and ethical issues are presented. Students use a microcomputer and applications software, including word processing, database, spreadsheets, and the Internet, to prepare elementary documents and reports.

Course Prerequisites:

Basic keyboarding skills recommended.

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Office Hours: M & W 8:30 – 9:25 & 1:40 – 4:00 (tentative until the semester begins)
Assoc. Dean Keithen McKenzie (606) 788-2896

Required Text(s) and Supplies:

- [Microsoft Office 2003: Introductory Concepts and Techniques, Premium Edition](#)
Shelly, Cashman, Vermaat. ISBN# 1-4188-5931-1
- One USB flash drive (or comparable data storage device)

Course Competencies:

CIS 100 exists within the framework of the General Education Curriculum as a Core Transfer Component of the Associate in Arts, Associate in Science, and Associate in Applied Science Degree Programs. The course addresses course-specific and general education competencies.

Course Competencies

Upon completion of this course the student can:

- Describe basic computer functions.
- Explain the impact of computers upon society.
- Identify areas of major computer applications to business operations.
- Describe the need for and identify major steps in formal processes for information system development.
- Describe the need for and identify major steps in formal processes for application program development.
- Use a word-processing software package to prepare simple documents.
- Use a database software package to develop a simple database and write basic reports on the data.
- Make financial projections using a spreadsheet program.
- Write and execute an elementary program utilizing input, processing, and output.
- Demonstrate an understanding of basic data communications applications.
- Discuss ethical issues such as copyright, privacy, and security as related to computing.

Students will fulfill these competencies by participating in class discussions of material, and by completing projects that provide the students with hands-on experience in performing various computing operations.

General Education Competencies

All courses, which fulfill General Education Curriculum requirements in the Kentucky Community and Technical College System, are required to contain the following competencies. Upon completion of an associate degree program (AA, AS, AAS), the graduate can:

- Communicate effectively using standard written English;
- Communicate in a clear oral and non-verbal fashion and employ active listening skills;
- Demonstrate basic skills in computer operations and/or software applications;
- Organize, analyze, and make information useful by employing mathematics;

- Demonstrate an awareness of one's interaction with the biological/physical environment;
- Demonstrate an awareness of self as an individual, as a member of a multicultural society, and/or as a member of the world community;
- Recognize the impact of decisive ideas and events in human heritage;
- Develop and perform basic search strategies and access information in a variety of formats, print and non-print;
- Analyze, summarize, and interpret a variety of reading materials;
- Think critically and make connections in learning across the disciplines;
- Elaborate upon knowledge to create new thoughts, processes, and/or products; and
- Demonstrate an awareness of ethical considerations in making value choices.

Students will fulfill these competencies by:

- Pulling from various resources to complete assignments,
- By utilizing critical thinking skills in tying together various disciplines,
- Demonstrating skills obtained in the course by completing projects, and take part in course discussions of material

Course Outline:

- I. Essential Introduction to Computers
- II. Windows XP and Office 2003
 - a. Introduction to Microsoft Windows XP and Office 2003
- III. Word 2003
 - b. Creating and Editing a Word Document
 - c. Creating a Research Paper
 - d. Creating a Resume Using a Wizard and a Cover Letter with a Table
- IV. Excel 2003
 - e. Creating a Worksheet and an Embedded Chart
 - f. Formulas, Functions, Formatting, and Web Queries
 - g. What-If Analysis, Charting, and Working with Large Worksheets
- V. Access 2003
 - h. Creating and Using a Database
 - i. Querying a Database Using the Select Query Window
 - j. Maintaining a Database Using the Design and Update Features of Access
- VI. PowerPoint 2003
 - k. Using a Design Template and Text Slide Layout to Create a Presentation
 - l. Using the Outline Tab and Clip Art to Create a Slide Show

Course Structure:

Instructor led utilizing the computer lab to perform tasks with the Microsoft Office 2003 spreadsheet, database, presentation, and document software. Network access is utilized to introduce students to email and Internet ethics.

Technology/Media Component:

Use of a computer with Internet access and Microsoft Office 2003 programs is a required technology component for this course. All Big Sandy Community and Technical College campuses have computer labs that meet these requirements.

Students can purchase this suite of programs [here](#) at a deep discount.

- Click the link under the heading "Special Prices for Microsoft Software"
- Click the "Microsoft Office" link on the upper left.
- Choose "**Microsoft Office Pro 2003 AE KCTCS, SKU: 92291473 LARSY499**" for the correct version.
- Double check that the version you are purchasing includes the following programs:
 - Word 2003
 - Excel 2003
 - PowerPoint 2003
 - Access 2003

Course Requirements:

The Microsoft Office 2003 Suite and Internet are required for this course. In addition, basic keyboarding skills are helpful.

Evaluation/Grading Policy:

Evaluations will be given periodically to determine whether the material has been learned sufficiently.

A final grade will be assigned at the end of the semester. Adequate time will be given to complete each assignment. The instructor will accept NO late assignments.

Assignments/Evaluations

1. Assignments will consist of competency-based exercises and problems, including Lab problems.
2. Assignments will be checked for completeness (all parts finished) as well as accuracy.
3. The two lowest assignment grades during the semester will be dropped to allow for illness, missed work, computer problems, extenuating circumstances, etc. For this reason I will not reopen the assignments after the close date/time. **The instructor will not accept late assignments and/or assignments submitted through email and will recommend that one of the dropped grades be used.**
4. Course Grades will be assigned as follows:

Grading Scale:

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

5. Students who miss class are responsible for course material presented as well as assignments.

Attendance Policy:

Attendance is based on participation and completion of assignments by the due date. As a student, it is your responsibility to keep up with the assignments and submit them on time. **Late assignments and/or emailed assignments will not be accepted.**

Withdrawal Policy:

Any student who chooses to withdrawal from class or school must contact the Student Services Department to complete the process. All students remaining on the class roster will receive a final grade.

Academic Policies and Procedures:

(Referenced in the Rules of the Community College Senate, Section VII, Rules of the Technical College Senate, Section VII, and the Student Code of Conduct, Article II)

2.1 Academic Honesty Policy:

The KCTCS faculty and students are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The college expects students and faculty to honor, and faculty to enforce, these academic principles. The college affirms that it will not tolerate academic dishonesty including, but not limited to, violation of academic rights of students (section 2.2) and student offenses (section 2.3). A reference to where a student can find information about academic rights and academic offenses and the student's right to appeal shall be included in the course syllabus.

2.2 Academic Rights of Students:

When a student believes any of the following six academic rights have been violated, he/she should refer to section 2.4.1.1 for information on the Student Appeals process.

2.2.1 Information about course content: A student has the right to be informed in reasonable detail in writing by the first or second class session, or in the introductory materials for a distance learning course, about the nature of the course and to expect the course to correspond generally to its official description.

2.2.2 Information about course grading criteria: A student has the right to be informed in writing by the first or second class session, or in the introductory materials for a distance learning course, about the criteria to be used in evaluating the student's performance, a course grading system that includes specific expectations with relative weights, and to expect that the grades described in the *KCTCS Catalog* will be used.

2.2.3 Contrary opinion: A student has the right to take reasoned exception to the data or views offered in the classroom and laboratory without being penalized. A student may appeal the fact of guilt for all three faculty sanctions listed in 2.3.2.1. Also, a student may appeal the severity of the sanction of a failing grade for the course.

2.2.4 Academic evaluation. A student has the right to receive a grade based only upon a fair and just evaluation of performance in the course as measured by the standards presented at the first or second class session or in the introductory materials for a distance learning course. Grades determined by anything other than the instructor's good-faith judgment based on such standards are improper. Among irrelevant considerations are race, color, religion, gender, disability, national origin, political affiliation, sexual orientation or activities outside the classroom that are unrelated to the course work.

2.2.5 Academic records. A student has the right to have academic records kept confidential unless the student consents in writing to have them released. The chief executive officer or designee may disclose the academic record of a student without the student's consent to authorized college personnel if the information is required for official use, such as advising students, writing recommendations, or selecting candidates for honorary organizations.

2.2.6 Evaluation of student character and ability. A student has the right to have character and ability evaluated only by individuals with a personal knowledge of the student. Records containing information about a student's character and ability shall indicate when the information was provided, by whom, and the position of the individual providing the information.

2.3 Student Academic Offenses and Academic Sanctions:

When a student is believed to be guilty of any of the following four academic offenses, information concerning disposition of the case by the college and responsibilities of college personnel can be found in sections 2.5.2.1 through 2.5.2.3.

2.3.1 KCTCS Academic Offenses:

2.3.1.1 Plagiarism

Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were one's own. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by some form of documentation acceptable to the instructor for the course.

Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as the student's own. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual material is completed, it must be done by the student and the student alone. The use of the term "material" refers to work in any form including written, oral, and electronic.

All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor is expected to be the result of the student's own thought, research, or self-expression. In any case in which a student feels unsure about a question of plagiarism involving the student's work, the student must consult the instructor before submitting the work.

2.3.1.2 Cheating

Cheating includes buying, stealing, or otherwise obtaining unauthorized copies of examinations or assignments for the purpose of improving one's academic standing. During examinations or in-class work, cheating includes having unauthorized information, and/or referring to unauthorized notes or other written or electronic information. In addition, copying from others, either during examinations or in the preparation of homework assignments, is a form of cheating.

2.3.1.3 Student Co-Responsibility

Anyone who knowingly assists in any form of academic dishonesty shall be considered as guilty as the student who accepts such assistance. Students should not allow their work to be copied or otherwise used by fellow students, nor should they sell or give unauthorized copies of examinations to other students.

2.3.1.4 Misuse or Student Falsification of Academic Records

The misuse or actual or attempted falsification, theft, misrepresentation, or other alteration of any official academic record of the college is a serious academic offense. As used in this context, "academic record" includes all paper and electronic versions of the partial or complete academic record.

2.3.2 Academic Sanctions/Penalties of Students (Academic Offenses): Academic penalty shall not be imposed upon the student for non-academic infractions of college regulations. This principle does not compromise the right of the college to suspend or dismiss a student for non-academic reasons.

2.3.2.1 Faculty Academic Sanctions (pertaining to sections 2.3.1.1 to 2.3.1.3)

For instances of academic dishonesty related to earning grades (violations 2.3.1.1 –2.3.1.3), the instructor may implement any of three sanctions:

- A. a failing grade for the specific assignment; and/or
- B. a reduced grade for the course; and/or
- C. a failing grade for the course.

The specific sanction depends upon the weight of the assignment in satisfying the requirements for the course. If an instructor chooses the sanction which assigns a failing grade for the course, the instructor shall notify the division chair, the chief executive officer or designee, and the registrar. For more information about the role of college personnel in the process, refer to section 2.5.2.

2.3.2.2 Other Academic Sanctions (pertaining to sections 2.3.1.4 and 2.3.2.1)

The instructor may also recommend that the student be suspended for any academic offenses (as defined in sections 2.3.1.1, 2.3.1.2, or 2.3.1.3). Any student found guilty of a second academic violation shall be expelled from the college and shall not be allowed to enroll at any of the other KCTCS colleges for one academic year.

The minimum sanction for misuse or falsification of an academic record (violation 2.3.1.4), including the omission of information or attempted falsification or other misuse of academic records as described in section 2.3.1.4, is suspension for one semester.

Americans with Disabilities Act (ADA)Statement

Students with disabilities:

If you are in need of an accommodation because of a documented disability, you are required to register with Disability Support Services each semester. You may contact:

Janie Beverley,
Coordinator for Disability Support Services
Student Center Room 103
Ph: (606) 886-7359
Toll-free 888-641-4132, ext. 67359
Email: janie.beverley@kctcs.edu

Beverly Martin, Counselor
Student Center- Room 100A
Ph: 606-886-3863, Ext. 64809

Mayo and Hager Hill Campuses:
Juanita Fannin, Counselor
Building C- Room 108
Ph: 606-789-5321, Ext. 82819

**Pikeville Campus:
Elizabeth Cole, Counselor
First Floor - Room N105D
Ph: 606-218-2060, Ext. 81215**

Please **do not** request accommodations directly from your instructor. All students receiving accommodations must be qualified through the Office of Disability Support Services. However, should you require assistance during an emergency evacuation, notify the Office of Disability Support Services of your class & work study schedules.

Big Sandy Community and Technical College

Center for Enrichment Resources

The BSCTC Center for Enrichment Resources (CER) offers students academic assistance in all subject areas. Students may receive one-on-one tutoring, small group tutoring, assistance writing papers and performing research, and other academic support services. Assistance is available both by appointment and on a walk-in basis. Tutoring availability is contingent upon the availability of tutors. It is recommended that students call ahead to schedule an appointment if tutoring is needed in a particular subject.

Locations by Campus

Prestonsburg Campus: Magoffin Building 219

Pikeville Campus: N204

Mayo Campus: C200 and 202

For more information at Pikeville or Prestonsburg, please contact LeeAnn Helton (Magoffin 211 or ext. 64774), or Jennifer Leedy (ext. 82827) at the Mayo Campus.