

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: CSIS-100

Course Title: Computer Concepts and Applications

KRSN: CSC1010-Introduction to Computers and App.
(Kansas Regents Shared Number)

Please visit the Kansas Board of Regents website for more information.

Division: Applied Science (AS) Liberal Arts (LA) Workforce Development (WD)
 Health Care (HC) Lifetime Learning (LL) Nursing Developmental

Credit Hour(s): 3

Effective Date: Summer 2013

Assessment Goal Per Outcome: 70%

COURSE DESCRIPTION

This course consists of a survey of applications, information needs in business, microcomputers, and information systems designed to meet these needs. Standard software packages available to support a microcomputer-based executive work station will be reviewed. Included are descriptions of and "hands-on" work with operating systems, word processing, electronic spreadsheets, database management systems, multimedia development tools, and local area networks.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

None.

TEXTS

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
 - identifying rights and responsibilities of citizenship,
 - identifying how human values and perceptions affect and are affected by social diversity,
 - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
 - listing factors associated with a healthy lifestyle and lifetime fitness,
 - identifying the importance of lifetime learning,
 - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
4. Think analytically through:
 - utilizing quantitative information in problem solving,
 - utilizing the principles of systematic inquiry,
 - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents.

At the end of this course, a student should be able to do the following:

1. Hardware

Identify the specifications and configurations of computer hardware.

- Define computer hardware concepts and terminology
- Illustrate various configurations for hardware components
- Identify current and emerging hardware technologies

2. Software

Identify the role of an operating system.

- Define and identify the major classes of software
- Define programming concepts
- Be able to utilize system software to execute a common set of applications
- Identify advanced operating system and utility features
- Use advanced operating system and utility features

3. Internet

Use the internet to find information and determine its credibility.

1. Define Internet concepts and terminology
2. Identify current and emerging Internet capabilities

3. Use current and emerging Internet capabilities

4. *Word-processing*

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

- 5. Define word-processing concepts and terminology
- 6. Create, modify, save and output professional looking documents
- 7. Use advanced word-processing application features.

5. *Spreadsheets*

Create spreadsheets and charts for problem solving.

- (1) Define spreadsheet concepts and terminology
- (2) Create, modify, save and output professional looking documents
- (3) Use advanced spreadsheet application features

6. *Database*

Utilize a database.

- (1) Define database concepts and terminology
- (2) Design, create, modify, save, query and output database information
- (3) Use advanced database application features

7. *Presentation*

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

- (1) Define presentation concepts and terminology
- (2) Create modify, save and output professional looking presentations
- (3) Use advanced presentation application features

8. *Ethical Issues and Concepts*

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

- (1) Define ethical and social concepts of technology use
- (2) Define ethical and social standards of conduct when using technology

9. *Security*

Identify security threats and solutions.

MINIMUM COURSE CONTENT

The following topics must be included. However, the course is not limited to these topics. The order of topics is up to the discretion of the instructor.

- 1. Introduction to microcomputers and business applications.

2. Introduction to word processing.
3. Introduction to spreadsheets.
4. Introduction to file management.
5. Introduction to presentation graphics.
6. Individualized special project to be discussed with and approved by the instructor.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Regular class attendance is crucial to the development of a student's knowledge and skills. Student evaluation is therefore based upon active class participation, writing assignments, and completed projects; thus, student evaluation will be affected by class attendance. See the Syllabus Supplement for this section of the course for specific details.

Letter grades will be assigned based on the following scale:

- A: Total \geq 90%
- B: $80\% \leq$ Total $<$ 90%
- C: $70\% \leq$ Total $<$ 80%
- D: $60\% \leq$ Total $<$ 70%
- F: Total $<$ 60%

ASSESSMENT OF STUDENT GAIN

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success. The instructor(s) of this course will determine the methods of assessment most appropriate and complete an assessment report at the end of the course.

ATTENDANCE POLICY

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar

will be notified. Please refer to the Student Handbook/Academic Policies for more information

3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

ACCOMMODATIONS

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

SEXUAL MISCONDUCT POLICY (TITLE IX)

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

COURSE NOTES

See the Syllabus Supplement for your section of this course for specific details.