CIS-100 Computer Applications

Janet Moeller

FORT HAYS TECH | NORTH CENTRAL

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: 2026   Start Date: 1/20/2026   End Date: 5/15/2026

Delivery Mode: Online

INSTRUCTOR

Janet Moeller

Email: jmoeller@fhtechnc.edu

Office Phone: (785) 738-9013

Office Location: General Education Building

Office Hours:

MWF 10:00-11:00, TH 3:00-4:00 or by appointment

Email is checked frequently and an answering machine is available to leave a message on my office phone. I can also receive messages on the MyTrail App.

TEXTBOOKS

Access Card is required - This includes an online text: Gaskin, Vargas, MyLab IT with Pearson eText for Go! Microsoft 365, 2022 Edition, Pearson, 2023, ISBN: 9780137680283. Course website: www.pearsonmylabandmastering.com

SUPPLIES

You may use your own laptop if you have Microsoft Office software loaded. Macs cannot be used for the Access section as Access is not available from Microsoft for Macs. You can obtain a free copy of Microsoft Access by logging into Office.com using your college email address.

COURSE COMPETENCIES

1. Identify the specifications and configurations of computer hardware, operating system software and application software.

2. Use the Internet to communicate, find information, and determine its credibility.

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

4. Create spreadsheets and charts for problem-solving

5. Utilize a database

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

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

8. Identify security threats and solutions.

9. Utilize the integration between different application software and technology.

GRADING INFORMATION

Fort Hays Tech | North Central Grading Scale:

A   100% -90%

B   89% - 80%

C   79% - 70%

D   69% - 60%

F   59% and below

ACADEMIC HONESTY

Membership in the Fort Hays Tech | North Central 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 academic 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.

- The use of AI generated content from AI tools such as, but not limited to, ChatGPT, Dall-E, Co-Pilot, etc., is up to faculty discretion per course as stipulated within the course syllabus. Submitting AI generated work as your own, without attribution, will be considered academic dishonesty.
- In courses where the use of AI tools are not permitted as stipulated within the course syllabus, work submitted using AI will be considered academic dishonesty.
- 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

FORT HAYS TECH | NORTH CENTRAL MISSION STATEMENT

Fort Hays Tech | North Central delivers applied, innovative and personalized education to empower learners, enrich lives, develop skilled professionals and strengthen economic systems.

Vision Statement

Fort Hays Tech | North Central 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

FORT HAYS TECH | NORTH CENTRAL NON-DISCRIMINATION POLICY

To provide equal employment, advancement, and learning opportunities to all individuals, employment and student admission decisions at Fort Hays Tech | North Central will be based on merit and qualifications. Fort Hays Tech | North Central does not discriminate on the basis of any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Fort Hays Tech | North Central's non-discrimination policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504, ADA, and impending regulations, is directed to the VP of Student and Instructional Services at (800) 658-4655, or compliance@fhtechnc.edu, or PO Box 507, 3033 Hwy 24, Beloit, KS 67420.

FORT HAYS TECH | NORTH CENTRAL 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. Kansas Law established the minimum age of 21 to sell, purchase, or possess cigarettes, electronic cigarettes, or tobacco products. Underage use or possession of any of these products is prohibited on property owned, leased, or rented by the College.

FORT HAYS TECH | NORTH CENTRAL WEAPONS POLICY

Fort Hays Tech | North Central prohibits the possession and use of firearms, explosives, and other weapons on Fort Hays Tech | North Central property, with certain limited exceptions. Please refer to the Fort Hays Tech |North Central Student Handbook for the full policy.

INCLEMENT WEATHER

College campus dismissals and cancellations will be announced using the College Alert system. Local media will also be notified.

OVERVIEW FOR STUDENTS WITH DISABILITIES

Fort Hays Tech | North Central 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.

Fort Hays Tech | North Central 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 Fort Hays Tech | North Central, 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. Fort Hays Tech | North Central 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 Fort Hays Tech | North Central 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 Fort Hays Tech | North Central 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 Fort Hays Tech | North Central'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.

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 project. Daily work is worth 40% of your grade and tests and final project is worth 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 April 2, 2026. 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.

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 2021 and an Internet connection
4. The proctor must provide a professional 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 1st week. I will then contact them and explain their roll and my expectation to them. Then on the Friday 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 General Education building and facilities here on the Beloit campus. Again please make arrangements with me during the 1st week of the course.

Most tests will take at least 30 minutes and no more than two hours.

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!

SCHEDULE

Date/Session	Description	Competencies
Week 1	Read Concepts Chapter, Concepts Powerpoint, Concepts Quiz, Discussion Post	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	Computer Concepts Test	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 3	Word Chapter 1 Powerpoint, Simulation over Word Chapter 1, Word Chapter 1 Grader Assignment, Word Chapter 1 Quiz, Discussion Post	Use word processing software to create, edit and produce professional documents.
Week 4	Word Chapter 2 Powerpoint, Simulation over Word Chapter 2, Word Chapter 2 Grader Assignment, Word Chapter 2 Quiz, Discussion Post	Use word processing software to create, edit and produce professional documents.
Week 5	Word Chapter 3 Powerpoint, Simulation over Word Chapter 3, Word Chapter 3 Grader Assignment, Word Chapter 1 Quiz, Discussion Post	Use word processing software to create, edit and produce professional documents.
Week 6	Word Test, Final Project Part 1	Use word processing software to create, edit and produce professional documents, Utilize the integration between different application software and technology
Week 7	Excel Chapter 1 Powerpoint, Simulation over Excel Chapter 1, Excel Chapter 1 Grader Assignment, Excel Chapter 1 Quiz, Discussion Post	Create spreadsheets and charts for problem-solving
Week 8	Excel Chapter 2 Powerpoint, Simulation over Excel Chapter 2, Excel Chapter 2 Grader Assignment, Excel Chapter 2 Quiz,	Create spreadsheets and charts for problem-solving

Date/Session	Description	Competencies
	Discussion Post	
Week 9	Excel Chapter 3 Powerpoint, Simulation over Excel Chapter 3, Excel Chapter 3 Grader Assignment, Excel Chapter 3 Quiz, Discussion Post	Create spreadsheets and charts for problem-solving
Week 10	Excel Test, Final Project Part 2	Create spreadsheets and charts for problem-solving, , Utilize the integration between different application software and technology
Week 11	Access Chapter 1 Powerpoint, Simulation over Access Chapter 1, Access Chapter 1 Grader Assignment, Access Chapter 1 Quiz, Discussion Post	Utilize a database
Week 12	Access Chapter 2 Powerpoint, Simulation over Access Chapter 2, Access Chapter 2 Grader Assignment, Access Chapter 2 Quiz, Discussion Post	Utilize a database
Week 13	Access Test and Final Project Part 3	Utilize a database, Utilize the integration between different application software and technology
Week 14	Powerpoint Chapter 1 Powerpoint, Simulation over Powerpoint Chapter 1, Powerpoint Chapter 1 Grader Assignment, Powerpoint Chapter 1 Quiz, Discussion Post	Use presentation software to create, edit, and produce professional presentations
Week 15	Powerpoint Chapter 2 Powerpoint, Simulation over Powerpoint Chapter 2, Powerpoint Chapter 2 Grader Assignment, Powerpoint Chapter 2 Quiz, Discussion Post	Use presentation software to create, edit, and produce professional presentations.
Week 16	Powerpoint Test, Final Project Part 4	Use presentation software to create, edit, and produce professional presentations

USE OF AI IN COURSE

Students may use AI programs e.g. ChatGPT to help generate ideas and brainstorm. However, students should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. Beware that use may also stifle students independent thinking and creativity.

Students may not submit any work generated by an AI program as their own. If a student includes material generated by an AI program, it should be cited like any other reference material (with due consideration for the quality of the reference, which may be poor). If it is not, this will be considered academic dishonesty at Fort Hays Tech | North Central.

Any academic dishonesty or other form of cheating will be dealt with under relevant Fort Hays Tech | North Central policies.