

# Introduction to Computers

## CIS-105 30C 0

Fall Term 2020-2021 School Year Section 30C 0 3.00 Credits 08/24/2020 to 12/11/2020 Modified 09/08/2020

### Meeting Times and Location

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ONLINE

### Contact Information

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#### Instructor: Mrs. LeAnn L. Lothrop

Email: [leann.lothrop@southeasttech.edu](mailto:leann.lothrop@southeasttech.edu)

Office: No office on campus

Phone: No phone on campus

Due to the fact that I am an online instructor, I do not have a phone or office hours on campus. I am available via email every day.

When additional assistance is needed, please email me and let me know you plan to participate in the Teams office hour for your course and let me know if you have specific questions that I can prepare to address.

CIS105 30C 0: Teams Office Hour from 7-8 pm on Wednesday

CIS105 32C 0: Teams Office Hour from 8-9 pm on Wednesday

### Course Description

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Includes essential computer hardware and software concepts as well as an introduction to the Internet (basic navigation and searching), and the web mail program used at Southeast Tech. Students will gain a proficiency in working in a wireless local area network environment and with the Microsoft Windows Operating System. File management skills will be reinforced as students create documents, spreadsheets, presentations and databases using the applications included in the Office suite. The class will utilize a hands-on, project-oriented approach that allows students to learn by example. Students will complete a variety of projects focused toward the objectives of their given program of study.

### Outcomes

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#### General Education Program Outcomes

- Use technology to access, organize, communicate, and evaluate information.
- Design an approach to answer questions or achieve a desired goal.
- Evaluate issues, ideas, artifacts, or events before forming a conclusion.
- Implement effective collaboration techniques to produce effective results within a team.
- Demonstrate ethical behavior that exhibits value for a community.
- Communicate for understanding through listening, speaking, and writing.

#### Introductory Computer Skills

As a student in this course, you will learn the most important topics of Microsoft Office 2019. This includes essential computing concepts and the Windows 10 operating system, printing, file management, performing internet research, using PowerPoint to create and present presentations, creating and maintain an Access database, creating and modifying spreadsheets in Excel, and creating documents in Word.

## Windows File Management Skills

Students will demonstrate how to create, rename, and delete folders and files. Students will learn organized file management techniques.

## Microsoft Word

Students will demonstrate introductory Microsoft Word principles while creating flyers and business letters.

## Microsoft Excel

Students will demonstrate basic spreadsheet skills including text and number formatting, custom formulas, built-in functions, working with large spreadsheets, absolute and relative cell referencing, charting, and goal seeking skills.

## Microsoft PowerPoint

Students will demonstrate basic PowerPoint skills such as slide show creation and editing, transitions and animations, professional presentation techniques, and audio and video formatting.

## Microsoft Access

Students will demonstrate basic database creation including tables, forms, queries, reports, and database maintenance functions.

## Course Assessments

Module projects and quizzes will be used to assess student performance on a daily basis. Career Plan Projects, Capstone Projects and/or Performance Exams will be conducted throughout the semester.

Online student assessments will be conducted through a proctored environment.

## Additional Outcomes

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## Course Materials

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### Shelly Cashman Series Microsoft Office 365 & office 2019 Intro-LI+Mindtap 1Tm

**Author:** Freund

**Publisher:** Cengage

**Edition:** 1

**ISBN:** 9780357260036

**Availability:** Campus Bookstore

**Price:** 164.95

This text is available with the Cengage product called MindTap which interfaces with a product called **SAM** Skills Assessment Manager. It contains projects that map directly to the learning objectives covered in each chapter. MindTap's active, hands-on training and skill-based assessments help you master Microsoft Office skills. MindTap projects let you apply skills in real-world scenarios using the actual Microsoft Office applications. Immediate feedback and comprehensive study guides give you the practice and support you need to succeed.

Please *be careful* when purchasing this book. It is *most cost-effective* to purchase the book bundled with Cengage MindTap. The Southeast Tech bookstore carries this book bundle. If you purchase a used book, MindTap is significantly more expensive if

purchased separately. We will be using MindTap regularly in this class. It is an integral component to the class and must be purchased to be successful in this class. MindTap includes SAM a Skills Assessment Management program that contains a variety of tools to help students be successful in this class. Through MindTap, you will be able to do individual training, complete assignments, as well as take quizzes and tests. MindTap will assess your skill as you complete the tasks. You will receive immediate feedback from MindTap. You **MUST** purchase and access MindTap to be successful in this class.

If you are enrolled in other classes that require a Cengage MindTap product, you may be interested in purchasing a Cengage Unlimited subscription directly from the publisher.

**Cengage Unlimited** \$119 Note: Out of Pocket Cost Only – Not supported by Financial Aid – **Not Supported by the Bookstore**: Includes eBook and access to all other course material including other classes that use Cengage products, not just this class. Hardcopy rental available for \$8.00 (free shipping).

## Microsoft Windows 10; Microsoft Office 2019

All Southeast Tech students qualify for a free copy of Microsoft Windows and/or Microsoft Office 2019.

All Southeast Tech students also have access to Southeast Tech's VMWare connection that houses the appropriate software for the class. Mac students will need to access VMWare to complete the assignments for this class.

Availability: Southeast Tech IT Support Center

## Deliverables

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### Career Plan Projects or Capstone Projects

A Capstone or Career Plan Project will be assigned following each major application: Word, Excel, Access, PowerPoint. Performance Exams may also be assigned following each major application.

### Cumulative Final Exam

A Cumulative Final Exam will be required for all students at the end of the semester.

### Evaluation Procedures and Grading

## Evaluation Procedures and Grading

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### Criteria

#### Exams, Quizzes and Projects - 60% of Final Grade

Quizzes are given to assess student learning. Quizzes are given at the end of each module (chapter). Quizzes may consist of task based or objective questions.

A **comprehensive final exam** will be given at the end of the semester. The exam may consist of objective questions (multiple choice, true/false) and/or tasks. **Online students** will have the Final Exam proctored. It is the student's responsibility to arrange for and pay any necessary fees to an off-campus proctor. The proctor must be approved by the instructor. Students may use the Testing Center on campus for exam proctoring. There is no charge for test proctoring on campus. **Students are expected to take tests during the time they are scheduled.**

A Career Project is assigned for each unit as a means for the student to demonstrate the ability to apply knowledge and skills learned, which take the place of unit exams.

#### Assignments - 40% of Final Grade

Daily work will be given to help students learn basic applications and processes.

There will be no additional assignments available for bonus points or extra credit.

Anything required to be turned in must be turned in on time due to the assignment closing at 11:55 pm on the due date, after which files cannot be uploaded any longer. Your instructor will announce the acceptable means of assignment delivery (eg.: MyTech, Mindtap, e-mail, OneDrive, etc.).

## Gradebook

The Gradebook in MyTech may vary from the Gradebook in MindTap due to the real-time computerized grading system vs the manual entry required by your instructor to move the grades from MindTap to MyTech. Please be aware that there may be a delay period where your instructor is waiting for the assignment to close. At that time grades will be transferred to MyTech.

## Breakdown

### Grading Scale

100%	= A+	88-89%	= B+	78-79%	= C+	68-69%	= D+	0-59%	= F
92-99%	= A	82-87%	= B	72-77%	= C	62-67%	= D		
90-91%	= A-	80-81%	= B-	70-71%	= C-	60-61%	= D-		

Your final grade will be weighted as follows:

The average of all tests and career plan or capstone projects = 60% of the final grade

The average of all graded daily work lab assignments and quizzes = 40% of the final grade.

Edit Course Expectation item

## \* Course Expectations

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### Course Expectations

#### Course Policies:

Missed Classes: The student is responsible for obtaining material distributed on class days when they are absent. Missed or late quizzes cannot be made up.

Assignments: All assignments are due on the date due. Late submission of assignments will be assessed a penalty determined by the instructor.

Academic Dishonesty: The Student [Catalog and Handbook](#) states that Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the school. General teamwork in the form of advice and direction is encouraged. However, do your own work for on individually graded assignments.

Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

Incomplete Policy: Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Catalog and Handbook. In any case, for a student to receive an incomplete, they must be passing and must have completed a significant portion of the course.

### Student Responsibilities:

Students shall demonstrate responsibility and commitment to learning by following the guidelines listed below.

- Students who are subject to disciplinary action in the form of suspension will receive zeros for all work assigned during their absence.

## Course Outline

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When	Topic	Note	Access Module 2 Textbook Project - Reporting: Queries and Reports
			Access Module 2 Activities and Quiz
		8	Access Module 3 Textbook Project - Maintenance: Managing Databases/Editing Functions Access Module 3 Activities and Quiz
		9	Access Career Plan Project
		10	Excel Module 1 Textbook Project - Creating Worksheets/Charts Excel Module 1 Activities and Quiz
		11	Excel Module 2 Textbook Project - Formulas, Functions, and Formatting Excel Module 2 Activities and Quiz
		12	Excel Module 3 Textbook Project - Large Worksheets, Charting, What-If Analysis Excel Module 3 Activities and Quiz
		13	Excel Career Plan Project
		14	Word Module 1 Textbook Project - Creating and Modifying a Flyer Word Module 1 Activities and Quiz
		15	Word Module 3 Textbook Project - Creating a Business Letter Word Module 3 Activities and Quiz
		16	Word Career Plan Project Cumulative (all topics) Final

## Institutional Policies

### Course Subject to Change

The syllabus is a statement of intent and schedule of topics, activities, assessments, and requirements that serves as a guideline for students. The syllabus is an overall road map to ensure students will achieve both the course learning objectives and the program-level learning objectives as well as develop lifelong learning skills.

The scheduled educational activities are subject to change with reasonable advance notice to students by either the instructor or academic administration. The grading and attendance policies are not subject to change once posted.

Students wishing to appeal changes to a course syllabus must first do so in writing to their instructor. If a successful resolution is not achieved after submitting the written appeal, the student has the option to file a written appeal to the appropriate Associate Dean of Curriculum and Instruction or Dean of Curriculum and Instruction. If the second level appeal does not result in a resolution, the student can submit a final appeal to the Vice President of Academic Affairs. The review and final decision of the Vice President of Academic Affairs is final and not subject to appeal.

### Attendance

#### Administrative Withdraw for Non-Attendance

Students are expected to attend all sessions of courses for which they are enrolled. Absences do not excuse the student from meeting course requirements. Each instructor will evaluate the student's progress to determine how to handle outstanding assignments and assessments. Students who have a record of zero attendance for fourteen (14) calendar days will be administratively withdrawn from the course(s) the absence is occurring, resulting in a grade of "W" for the course. Students who receive financial aid may have their financial aid status affected. More information is located in the [Southeast Tech Catalog](#)

## Student Learning Outcomes

Student success is important to Southeast Tech faculty, and all faculty are involved in assessing student learning. Upon graduation, Southeast students will have competence in the following four common learning outcomes:

**Technology:** Students will be able to explain industry-relevant concepts (knowledge) and demonstrate industry-relevant technical skills (performance).

**Communication:** Students will be able to define the purpose of the communication; organize and structure the communication; provide supporting material; demonstrate precision of language; and professionally deliver and format the communication.

**Problem Solving & Critical Thinking:** Students will be able to define the problem; analyze the problem; generate solutions; evaluate solutions; and select the best solution.

**Professionalism:** Students will be able to demonstrate positive work ethic; collaborate as part of a team; adapt to change; adhere to professional standards; and model integrity and ethics.

## Student Conduct, Cheating and Plagiarism

Students attending Southeast Technical College are expected to comply with all pertinent state laws and take personal responsibility for their conduct.

Southeast policies authorize the Vice President of Academic Affairs to suspend or terminate any student from the college for misconduct as outlined in the rules of this policy. The following student misconduct shall constitute grounds for student discipline, suspension, or termination when such activity occurs on school grounds, in the online course environment or during an educational function under the auspices of the school board: acts of dishonesty, including cheating and plagiarism or other forms of dishonesty relating to academic achievement.

## Test Proctoring

The Southeast Testing Center offers test proctoring located in the Wood Center Building, Room 103. Parking is located just north of the building. Online instructors will communicate details regarding required test proctoring and how to sign up to take these assessments. Contact the Testing Center at 605.367.6014 or email [testing@southeasttech.edu](mailto:testing@southeasttech.edu) for more information.

## Coronavirus Face Masks, Coverings and Distancing

Southeast Tech is a face mask-required institution. Southeast Tech is committed to providing a safe environment for all members of our community. To honor that commitment, the health and safety of our students, faculty, staff and guests must be a top priority. For all Coronavirus updates and plans for keeping everyone safe, please visit our website: [Southeast Coronavirus Website \(https://www.southeasttech.edu/coronavirus/face-masks.php\)](https://www.southeasttech.edu/coronavirus/face-masks.php)

## Safety

Violation of safety to self and others and/or violations of safe operating practices of equipment may result in the reduction or loss of a daily grade; removal from class and/or other disciplinary action.

## Disability Services

Students with documented disabilities may be eligible for certain classroom accommodations. Disabilities may include hearing, visual, physical, psychological and learning impairments. Accommodations may include additional testing time, private testing rooms, readers, note takers, interpreters, and taped/digital texts. Students must provide the Disability Services Coordinator with recent written documentation of a disability before qualifying for services. Contact the Disability Services Coordinator at 605.367.4450 for more information.

## ADA Statement

The instructor in this course will act with integrity and strive to engage in equitable verbal and nonverbal behavior with respect to differences from age, gender, race, handicapping conditions, and religion. Students with special needs as addressed by the Americans with Disabilities Act that need course materials in alternative formats should notify instructor immediately.

Reasonable efforts will be made to accommodate those special needs.

## Freedom of Speech

Southeast Technical College students are both citizens and members of the Southeast Tech community. Students should enjoy the same freedom of speech, peaceful assembly, and right to petition that other citizens enjoy and should abide by the obligations and expectations as members of the Southeast Tech community.

Southeast Tech strives to create an environment in which diverse opinions can be expressed and heard. Students have the right to peacefully express their views and opinions, regardless of whether others may disagree, but not in such a way as to interfere with the rights of others or the operation of the college. Views expressed should not violate any of Southeast Tech policies or core values.

## Netiquette Guidelines

Netiquette should be used in all electronic communications. Please review this "Top Ten" list for successfully communicating with your instructors and classmates.

### Respect Goes a Long Way!

*Treat instructors, classmates and all others in a professional and respectful manner in all communications. A good rule of thumb is to only post what you would be willing to say to your reader's face.*

### Say What?

*Use a clear, descriptive subject line when sending email messages.*

### Use Your Inside Voice Please

*Be cautious of using ALL CAPS. This implies you are yelling at your reader.*

### Proofread, Proofread, Proofread

*Always make an effort to use proper punctuation, spelling and grammar.*

### Know Your Audience

*Sarcasm and humor can easily be misinterpreted. Online messages are lacking the non-verbal communication cues that face-to-face conversations allow.*

### Attempt to Find Your Own Answer

*If you are stuck on an assignment, it is easy to reach out and ask for clarification. Part of the learning process is to try to problem-solve on your own first. If you are still confused, we are here to help!*

### Think Before you Type

*Never type when you are angry or frustrated. Please consider having a neutral third party read your message prior to sending.*

### Agree to Disagree

*Remember you may not always have the same viewpoint as others. It is fine to disagree as long as you are respectful. There can be disagreement without disrespect.*

### Shorter is Better

*Keep paragraphs and messages short and to the point.*

### Patience is Key

*Allow for response time. It is easy to forget that there are people on the other side of the online communication. An immediate response is not always feasible. Please plan accordingly.*



# Notice of Nondiscriminatory Policy

Southeast Tech does not discriminate on the basis of race, color, creed, religion, age, gender (including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information, or any other category protected by law in its educational programs, admissions policies, employment policies, financial aid, or other institute-administered programs. Inquiries regarding this policy may be directed to:

**Brett Arenz**

201 E. 38th Street  
Sioux Falls, SD 57105  
605-367-4670

[Brett.Arenz@k12.sd.us](mailto:Brett.Arenz@k12.sd.us)

*or to the*

Kansas City Office  
Office of Civil Rights  
U.S. Department of Education  
One Petticoat Lane  
1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320  
Kansas City, MO 64106

Telephone: 816-268-0550  
FAX: 816-268-0599 TDD: 800-877-8339  
email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

## Title IX/Sexual Misconduct/Sexual Assault/Sexual Offense

Southeast Tech is committed to providing a learning and working environment free of unlawful harassment based on an individual's race, color, religion, creed, ancestry, national origin, gender, sexual orientation, disability, age, protected military/veteran status, genetic information or any other basis protected by law.

Part of the institute's goal and responsibilities is to provide training for employees and students regarding how to respond to and report sexual misconduct/harassment concerns, how to intervene, and how to maintain a working and learning environment that is positive and respectful.

All reports of sexual misconduct, harassment or discrimination at Southeast Tech are investigated with the goal of eliminating the concern, preventing its recurrence, and addressing its effects. See Student/Complaint Process and Harassment for more information.

Contact Information for the Southeast Technical College Title IX Coordinator:

**Brett Arenz**

201 E. 38th Street  
Sioux Falls, SD 57105  
605-367-4670

[Brett.Arenz@k12.sd.us](mailto:Brett.Arenz@k12.sd.us)

Concerns may be reported directly to this individual in person, by calling 605-367-4670, or by emailing [Brett.Arenz@k12.sd.us](mailto:Brett.Arenz@k12.sd.us). Individuals with immediate concerns should call campus security at 605-941-9003.

The following are additional resources regarding Title IX, sexual misconduct, harassment and discrimination:

- [Sexual Assault Awareness, Prevention & Reporting \(http://catalog.southeasttech.edu/content.php?catoid=23&navoid=15183\)](http://catalog.southeasttech.edu/content.php?catoid=23&navoid=15183)
- [Title IX and Sex Discrimination \(U.S. Department of Education\) \(http://www2.ed.gov/about/offices/list/ocr/docs/tix\\_dis.html\)](http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)
- [Know Your IX \(http://knowyourix.org/\)](http://knowyourix.org/)
- [Sioux Falls Helpline Center \(http://helplinecenter.org/\)](http://helplinecenter.org/)

## Student Right-to-Know/Campus Security Act

Southeast Tech is required under Public Law 101-542 to encourage students to report all crimes (murder, rape, forcible or non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle and other thefts or crimes) which occur on the Southeast Tech Campus to the local law enforcement offices and to the Southeast Tech Student Success Center or campus security. The Southeast Tech Campus is policed by the Sioux Falls Police Department and Minnehaha County Sheriff's Department. Southeast Tech's security officers are contracted through the Minnehaha County Sheriff's Department or independent security.

Access to the Southeast Tech campus facilities is authorized through the President's Office. Building keys are issued to staff as needed. All staff are authorized to call the appropriate authorities in case of an emergency. All buildings shall be locked and unlocked by Southeast Tech employees. Southeast Tech employees must be present when buildings are open. Unless other arrangements have been made, Southeast Tech buildings will open at approximately 7:00 am during weekdays and will close Monday through Thursday at approximately 10:00 pm. On Friday, the buildings will close at approximately 5:00 pm. All buildings remain locked after hours and throughout the weekend unless prior arrangements have been made.

Southeast Tech provides students and staff with educational programs/information established to prevent the occurrence of all crimes (including sex offenses) on campus and procedures to be followed, if such crimes occur. These programs/information are provided during campus events, within courses, or through media such as brochures, websites, the Catalog, etc. In addition, Southeast Tech provides a full-time day security officer and part-time evening security coverage.

In the event a student believes that a crime (including all types of sexual misconduct) has occurred, the student should contact local law enforcement authorities and notify a Southeast Tech administrator or campus security. It is important that all evidence be preserved for law enforcement investigation. In addition to criminal prosecution, institutional disciplinary action may be taken in all situations involving a crime conviction on the Southeast Tech campus. Sanctions may include oral or written reprimand, short-term suspension, long-term suspension, or termination. Accuser and accused will have the same opportunities during disciplinary proceedings and both will be informed of the outcome of these proceedings. Students involved in campus crimes will be counseled by Southeast Tech staff and referrals made as needed.

## Family Educational Rights & Privacy Act

FERPA stands for the Family Educational Rights and Privacy Act of 1974. It is a federal law governing the privacy and handling of educational records and giving specific rights to students. You can find more information about the law at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/students.html> (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/students.html>)

## Student Communications

Southeast Tech's student email accounts will be used as Southeast Tech's official means of communications with students. Southeast Tech students should also use the STInet Student and Campus Life tabs for information regarding important upcoming events and required dates for fee payment, etc. The Student and Campus Life tabs will also inform students about job opportunities, scholarship information, and other important announcements.

## Services for Non-traditional Students

Southeast Tech offers special targeted services for a wide variety of nontraditional students. Success Advisors are available to assist eligible individuals in selecting a program of study, applying for financial assistance, locating childcare, and networking with community resources. Students considered nontraditional fit into one of the following categories:

Individuals in training programs that are nontraditional for their gender (25% or less of the individuals working in that field are of the same gender);

1. Single parents;
2. Single pregnant women;
3. Displaced homemakers;
4. Dislocated workers;
5. Students not coming directly out of high school;
6. Individuals unsure of their career direction.