



University of Alaska Southeast
School of Career Education

11120 Glacier Highway • Juneau, Alaska 99801-8683 • (907) 796-6120 FAX (907) 796-6571

**Tech Prep Articulation Agreement
Between
University of Alaska Southeast (UAS)
and
Alaska's Learning Network (AKLN)**

**Computer Information and Office Systems
School Year 2015-2016**

Purpose:

In addition to the general Tech Prep Agreement, the purpose of this articulation agreement is to outline the mutual understanding as we have agreed to the following process and criteria with respect to the program of Computer Information and Office Systems.

Course:

The school district program will follow a curriculum coordinated with the administration and faculty of UAS pertaining to the following course:


Computers - Computer Literacy

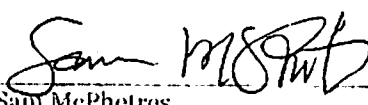
CIOS S105 Introduces computer literacy based on national IC3 standards. Topics include computer concepts, file management, basic editing and formatting functions in common software applications, basic troubleshooting for computer hardware and software, current electronic communication tools, Internet research strategies, network terminology and components. **3 Credits (3+0) No prerequisite.**

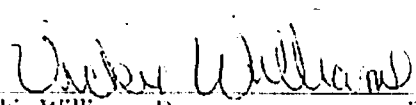
Although teaching methods may differ, this course will be subject to the instructional objectives and outcomes of the attached UAS syllabus.

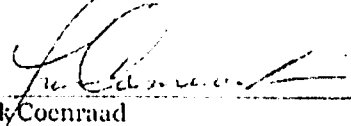
Administration:

1. Students must have an overall 2.0 GPA to register for university credit.
2. It is recommended that course work be completed at a level of 3.0 GPA.
3. UAS program chairs shall review and approve all course syllabi and related curriculum documents to ensure they replicate the UAS course. This includes standardized course syllabi, course objectives, textbooks, tools, equipment, and methods for evaluation.
4. To receive concurrent credit, the student will register for the Tech Prep course at the beginning of the term in which the competencies will be completed. Registration for yearlong courses will take place during the fall semester.
5. The UAS grade posted will be the UAS grade earned for the course and submitted by the district instructor.
6. Student grades will be submitted by 5:00 p.m. of the final day of the district semester at uaonline.alaska.edu.
7. Any change in instructor requires suspension of this addendum.


Tim Powers, Assoc. Professor
School of Management
University of Alaska Southeast
Date 8/25/15


Sam McPhetres
Computer Information
Alaska's Learning Network
Date 9/10/15


Vickie Williams, Dean
School of Management
University of Alaska Southeast
Date 8/30/15


Frank Coenraad
Director
Alaska's Learning Network
Date 9/8/15



University of Alaska Southeast

Spring 2015

Juneau – Ketchikan - Sitka

Course:	CIOS S105 Computer Literacy
Credit(s):	3
Prerequisites:	None
Course Description:	Introduces computer literacy based on national IC3 standards. Topics include computer concepts, file management, basic editing and formatting functions in common software applications, basic troubleshooting for computer hardware and software, current electronic communication tools, Internet research strategies, network terminology and components.
Location:	This course is delivered via the web. There are NO synchronous sessions planned this semester. You should read the textbook, watch the recorded weekly sessions, and then attempt the homework.
Days/Times/Dates:	January 12 – May 1, 2015
Instructor:	Tim Powers, Associate Professor
Contact Information:	Email: tim.powers@uas.alaska.edu UAS Novatney Building room 117 Phone: 796-6341 Fax: 796-6549
Office/Hours:	Monday/Tuesday 11:00 – 2:00, or by appointment
Required Texts:	<u>New Perspectives on Computer Concepts 2014, Introductory edition</u> , ISBN-10: 1285097688, ISBN-13: 978-1285097688, Parsons & Oja, Course Technology, 2012.
Class website:	www.uas.alaska.edu/online → CIOS 105-JD1 or JD2 web page

Course Competencies: At the end of this course, you will be able to:

Computing Fundamentals

1. Identify types of computers, how they process information and how individual computers interact with other computing systems and devices.
2. Identify the function of computer hardware components.
3. Identify how to maintain computer equipment and solve common problems relating to computer hardware.
4. Identify how software and hardware work together to perform computing tasks and how software is developed and upgraded.
5. Identify what an operating system is and how it works, and solve common problems related to operating systems.
6. Manipulate and control the Windows desktop, files and disks.
7. Identify how to change system settings, install and remove software.
8. Be able to start and exit a Windows application and utilize sources of online help.

Applications

1. Identify common on-screen elements of Windows applications, change application settings and manage files within an application
2. Perform common editing and formatting functions
3. Perform common printing functions
4. Be able to format text and documents including the ability to use automatic formatting tools.
5. Be able to insert, edit and format tables in a document.
6. Be able to modify worksheet data and structure and format data in a worksheet.

7. Be able to sort and manipulate data using formulas and functions and add and modify charts in a worksheet.
8. Be able to create and format simple presentations
9. Identify network fundamentals and the benefits and risks of network computing.

Online Resources

1. Identify how to appropriately use an email application, including "netiquette".
2. Identify different types of information sources on the Internet.
3. Be able to use a web browsing application.
4. Be able to search the Internet for information.
5. Identify how computers are used in different areas of work, school and home.
6. Identify the risks of using computer hardware and software.
7. Identify how to use computers and the Internet safely, legally, ethically and responsibly.

UAS Competencies: By the end of this course, you will have applied the following competencies:

Computer Usage: Knowledge of software; ability to interpret help and screen information and follow instructions for required tasks

Communication: Critical thinking skills through reading and speaking; effective listening and response strategies.

Information Literacy: Learning to use resources available on the Internet to assist you in your studies.

Professional Behavior: Complete tasks in a timely manner; demonstrate professional work habits; self-evaluate work.

Critical Thinking: There will be times when your instructor is not immediately available to help you with questions. It will benefit you if you try to find an answer by reading your syllabus, your textbook, or using the Help information on the computer first. Learning to problem solve by trying these suggestions is useful in all your computer courses, as well as other university courses.

Course Policies:

1. **Required Materials:** Students must have reliable access to Internet and email. After registering for the class, students must go to the course web site at <https://uascentral.uas.alaska.edu/> online, find this course, and edit your Student Profile. You will need to have:

- The textbook
- A reasonably fast internet connection to watch weekly classes and submit homework assignments.

2. **Required Skills:** Students are expected to enter the class with a level of computer competency which includes basic keyboarding skills and a general understanding of using the Internet to access course materials. It is expected that students will be able to write at the appropriate (college) level as required. Students must become familiar with (and use) the tools available to them at the University, especially UAS Online!

3. **Attendance/Lateness:** This is an online course. Your first point of contact for technical issues should be the UAS helpdesk (796-6400), they are there for you (that's why you pay the technology fee). Use the discussion board to address issues you are having and to help other students with their questions. When using the discussion board I will give you first crack at answering other's questions. Web classes require students to discipline themselves. Keeping up with the class readings is YOUR responsibility. Upon request, we can meet via WebMeeting (Collaborate) at pre-arranged times.

4. **Assignments/Exams:** Homework assignments and exams will be assigned throughout the course. Expect homework following each lecture.

5. **Academic Dishonesty/Copyright Laws:** All students are expected to do their own work.

6. **Communications with me:** The best way to reach me is via email (tim.powers@uas.alaska.edu). Please - **MAKE SURE YOU PUT CIOS-105 IN THE SUBJECT LINE.** I receive hundreds of emails a day and yours will be lost in the shuffle if you do not do this. You may also contact me during my regular office hours, posted on page 1. Upon request, during office hours or as arranged during the course, I will be available "live" via Elluminate to assist students who want extra "live" instruction or assistance. You may pre-arrange a "live" time with me if you are unable to come to my office physically or my normal office hours are not feasible.
7. **Accommodations:** If you have a documented disability requiring academic or programmatic accommodations, please contact the Disability Support Center (DDS), at 796-6000 as soon as possible.
8. **UAS Online! And E-mail:** Class materials such as the syllabus, assignments, resources, and announcements will be posted online. You should visit this site frequently to be sure that they have the latest information. I encourage you to subscribe to announcement changes at the class website. Occasionally, I will broadcast an email if the need arises to notify you of something urgent. Make sure you have provided me with your latest email address in your class bio (you can list multiple addresses).
9. **Course Withdrawal:** The last day to drop with 100% refund or to change to audit or no-credit is January 27th. The last day to officially withdraw is April 10th. See UAS schedule for rules, charges, and other information. All changes MUST be made with the UAS registrar.

Course Evaluation: This course introduces you to the basics of computers – their make-up, and usage. The best way to succeed is to read the text, watch the lecture presentation, and complete the homework assignments in a timely manner. Do not GET BEHIND in your work. Homework is due on the date specified in the schedule, typically every Sunday at midnight. Your final grade will be computed based on points earned throughout the semester: **50% (300 points) from weekly chapter homework & quizzes and 50% (300 points) from tests and projects.** Letter grades will be awarded using the following breakdown:

	A 93-100% (558-600 pts)	A- 90-92.9% (540-557 pts)
B+ 87-89.9% (522-539 pts)	B 83-86.9% (498-521 pts)	B- 80-82.9% (480-497 pts)
C+ 77-79.9% (462-479 pts)	C 70-76.9% (420-461 pts)	F <70% (<420 pts)

A minimum grade of C is required for CIOS degree/certificate/occupational endorsement seeking students

Class Date	Chapter	Topic	Homework Due 11:59 p.m.
Week 1 Jan 12-18	Chapter 1	Intro to using the course online tools Introduction to the Digital Age	January 18
Week 2 Jan 19-25	Chapter 2	Computer Hardware	January 25
Week 3 Jan 26-Feb 1	Chapter 4	Operating Systems and File Management	February 1
Week 4 Feb 2-8	Chapter 3	Computer Software	February 8
Week 5 Feb 9-15	Test 1	Test 1 is on-line	February 15
Week 6 Feb 16-22	Word Processing software	Introduction to word processing software	February 22
Week 7 Feb 23-Mar 1	Spreadsheet software	Introduction to spreadsheet software	March 1

Week 8 Mar 2-8	<i>Presentation software</i>	Introduction to presentation software	March 8
<u>Weeks 9 & 10</u> Mar 9-22	Work on Project	Submit your applications Project	March 22
Week 11 Mar 23-29	Chapter 5	Networks: Local and Wide Area	March 29
Week 12 Mar 30-Apr 5	Chapter 6	The Internet	April 5
Week 13 Apr 6-12	Chapter 7	The World Wide Web and E-mail & Digital Media	April 12
Week 14 Apr 13-19	Chapter 8	Networks: Local and Wide Area	April 19
Week 15 Apr 20-30	Test 2	<u>Test 2</u> is on-line	Apr 30