Class will meet in room L311 every Monday night from 7:05pm – 9:55 pm
Lab schedule: Monday & Wednesday evenings (3:45pm – 5:15pm) – in room L108

Instructor: Reba Berry

Contact Information:
Office: Office # is C236
Phone: (972) 391-1047
Email address: rberry@dccc.edu
Hours Available: Hours Available are by appointment.

Course Description (from Eastfield Catalog):
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading.

The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented use of the Internet. Topics include computer terminology, hardware, software, operating systems, and information systems. (3 Lec., 3 Lab.)

Textbooks and Other Course Materials:
- Additional Materials: USB Flash drives

Developmental Courses
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office. https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc=4
**Student Learning Outcomes**

- Explain the basic concepts and vocabulary of computer information systems.
- Describe the role and functions of software and systems in meeting the needs of organizations.
- Discuss the impact of computer technology on society.
- Demonstrate a working knowledge of PC operating systems, word processing, spreadsheets, databases, charts, and integration by using a microcomputer to solve specific problems.

**Course Objectives:**

**Core Curriculum Intellectual Competencies**

- Reading: the ability to analyze and interpret a variety of printed materials – books, documents, and articles.
- Writing: the ability to produce clear, correct and coherent, and persuasive language appropriate to purpose, occasion, and audience.
- Speaking: ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience.
- Listening: analyze and interpret various forms of spoken communication, possess sufficient literacy skills of writing, reading.
- Critical Thinking: think and analyze at a critical level.
- Computer Literacy: understand our technological society, use computer–based technology in communication, solving problems, acquiring information.

**EDUCATIONAL OBJECTIVES:**

- Discuss computer and communication terminology.
- Evaluate the effects and implications of computers and communication technology on society.
- Demonstrate knowledge of the impact of technology on the individual’s privacy, security, lifestyle, work environment, standard of living, and health.
- Gather information for decision-making.
- Participate in global communities using available technology
- Create quantitative and qualitative data presentation.

**Evaluation Procedures:**

**EVALUATION:**

- **Tests = 600 points**
  - Tests = Multiple choice
    - Test 1 = 150 points (EEO 1, 2, 5)
    - Test 2 = 150 points (EEO 1, 2, 5)
    - Test 3 = 150 points (EEO 1, 2, 5)
    - Test 4 = 150 points (EEO 1, 2, 5)

- **Projects = 200 Points**
  - Project 1 = 50 (EEO 1, 2, 6)
  - Project 2 = 50 (EEO 1, 2, 6)
  - Project 3 = 50 (EEO 1, 2, 6)
  - Project 4 = 50 (EEO 1, 2, 6)
Obtaining Final Course Grades Using **eConnect**

Final Grade Reports are no longer mailed. Convenient access is available online at [www.econnect.dcccd.edu](http://www.econnect.dcccd.edu). Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your **Student Advising Report**, which is available in the Admissions Office.

**Eastfield College Email Policy**

Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: [http://www.dcccd.edu/netmail/home.html](http://www.dcccd.edu/netmail/home.html)

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**SAM - Assessment and Training Labs**

- SAM 2010 Windows 7/Internet Lab = 40 (EEO 1, 6)
- SAM 2010 Word Lab = 40 (EEO 1, 6)
- SAM 2010 Excel Lab = 40 (EEO 1, 6)
- SAM 2010 Access Lab = 40 (EEO 1, 6)
- SAM 2010 PowerPoint Lab = 40 (EEO 1, 6)

**Extra Credit (Optional)** = 50 Points

- Extra Credit = Review Sheets for each test = 4 points each x 5 = 20 points
- Class Participation = 4 assignments at 7.50 points each = 30 points

Total Possible Points (Required) = 1000

Total Possible Points for Extra Credit (Optional) = 50

**COURSE GRADE:**

*Point System*

- 900 - 1000 = A
- 800 - 899 = B
- 700 - 799 = C
- 600 - 699 = D
- Below 600 = F

*To be converted to Eastfield College Grade System*

- 90 – 100 = A
- 80 – 89 = B
- 70 – 79 = C
- 60 – 69 = D
- Below 60 = F
### Course Outline:

<table>
<thead>
<tr>
<th>DAY/DATE</th>
<th>STUDY TOPIC Chapters to read by Due Date</th>
<th>Chapters</th>
<th>Due DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 8/27</td>
<td>Class Orientation (Class Documents, eCampus)</td>
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<tr>
<td></td>
<td><strong>SAM 2010 Demonstration</strong></td>
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<tr>
<td>Monday, 9/03</td>
<td><strong>HOLIDAY</strong></td>
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<tr>
<td>Monday, 9/10</td>
<td>Introduction to Computer and the Internet</td>
<td>Chapter 1</td>
<td>SAM 2010 Windows 7 and Internet Training</td>
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<tr>
<td></td>
<td>Introducing the Internet and Email</td>
<td>Chapter 5</td>
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<tr>
<td>Monday, 9/17</td>
<td>Exploring Microsoft Windows 7</td>
<td>Chapter 7</td>
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<td></td>
<td>Managing Your Files</td>
<td>Chapter 8</td>
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<tr>
<td></td>
<td>******** Test 1 Review *********</td>
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<tr>
<td>Monday, 9/24</td>
<td><strong>Test 1 – Multiple Choice</strong></td>
<td></td>
<td><strong>Test 1 Review Sheet</strong></td>
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<td></td>
<td>Chapters 1, 5, 7 and 8</td>
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<tr>
<td>Monday, 10/01</td>
<td>Creating a Document</td>
<td>Chapter 10</td>
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<tr>
<td>Monday, 10/08</td>
<td>Formatting a Long Document</td>
<td>Chapter 11</td>
<td>SAM 2010 MS Word Training</td>
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<td>Project 1 - SAM 2010 Word Lab</td>
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<tr>
<td>Monday, 10/15</td>
<td>Creating a Presentation</td>
<td>Chapter 20</td>
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<td></td>
<td>Enhancing a Presentation</td>
<td>Chapter 21</td>
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<td>******** Test 2 Review *********</td>
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<tr>
<td>Monday, 10/22</td>
<td><strong>Test 2 – Multiple Choice</strong></td>
<td></td>
<td><strong>Test 2 Review Sheet</strong></td>
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<tr>
<td></td>
<td>Chapters 10, 11, 20 and 21</td>
<td></td>
<td>SAM 2010 MS PowerPoint Training</td>
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<td>Project 2 – SAM 2010 PowerPoint Lab</td>
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<tr>
<td>Monday, 10/29</td>
<td>Creating a Workbook</td>
<td>Chapter 13</td>
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<td></td>
<td>Formatting a Workbook</td>
<td>Chapter 14</td>
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<tr>
<td>Monday, 11/05</td>
<td>Working with Formulas and Functions</td>
<td>Chapter 15</td>
<td>SAM 2010 MS Excel Lab Training</td>
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<td>Project 3 - SAM 2010 Excel Lab</td>
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<tr>
<td>Monday, 11/12</td>
<td>Creating a Database</td>
<td>Chapter 17</td>
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<td></td>
<td>Maintaining and Querying a Database</td>
<td>Chapter 18</td>
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<td>******** Test 3 Review *********</td>
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<tr>
<td>Monday, 11/19</td>
<td><strong>Test 3 – Multiple Choice</strong></td>
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<td><strong>Test 3 Review Sheet</strong></td>
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<tr>
<td></td>
<td>Chapters 13, 14, 15, 17 and 18</td>
<td></td>
<td>SAM 2010 MS Access Training</td>
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<td>Project 4 – SAM 2010 MS Access Lab</td>
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<tr>
<td>Monday, 11/26</td>
<td>Computer Hardware</td>
<td>Chapter 2</td>
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<tr>
<td></td>
<td>Computer Software</td>
<td>Chapter 3</td>
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<tr>
<td>Monday, 12/03</td>
<td>Computer Networks</td>
<td>Chapter 4</td>
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<td></td>
<td>Network and Internet Security &amp; Privacy</td>
<td>Chapter 6</td>
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<tr>
<td>Monday, 12/10</td>
<td><strong>Test 4 – Multiple Choice</strong></td>
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<td><strong>Test 4 Review Sheet</strong></td>
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<td></td>
<td>Chapters 2, 3, 4 and 6</td>
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</tbody>
</table>

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**Monday, November 26, 2012 – Deadline for Accepting All Projects/SAM 2010 Labs/Assignments and Extra Credit Assignments**

**No Assignments will be accepted after this DATE!**
Assignments:

All assignments are due on the due date. All assignments require the use of a computer. Computer-based assignments can be completed on campus or at home, if you have a home PC with the appropriate software Microsoft Office 2010.

You will complete all Assignments (Projects, Labs and Team Presentations) and submit ALL ON or BY THE Deadline Date in ecampus. Assignments sent to my email or submitted in class will not be graded. Late submission of assignments will be assessed a penalty of 50 percent. No exceptions.

<table>
<thead>
<tr>
<th>SAM 2010 TRAININGS</th>
<th>DATE TO BE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAM 2010 Windows 7 and Internet Training</td>
<td>Monday, 9/10</td>
</tr>
<tr>
<td>SAM 2010 MS Word Training</td>
<td>Monday, 10/08</td>
</tr>
<tr>
<td>SAM 2010 MS PowerPoint Training</td>
<td>Monday, 10/22</td>
</tr>
<tr>
<td>SAM 2010 MS Excel Training</td>
<td>Monday, 11/05</td>
</tr>
<tr>
<td>SAM 2010 MS Access Training</td>
<td>Monday, 11/19</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SAM 2010 PROJECTS</th>
<th>DATE TO BE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1 - SAM 2010 Word Lab</td>
<td>MS Word 2010</td>
</tr>
<tr>
<td>Project 2 - SAM 2010 PowerPoint Lab</td>
<td>MS PowerPoint 2010</td>
</tr>
<tr>
<td>Project 3 - SAM 2010 Excel Lab</td>
<td>MS Excel 2010</td>
</tr>
<tr>
<td>Project 4 - SAM 2010 MS Access Lab</td>
<td>MS Access 2010</td>
</tr>
</tbody>
</table>

Test Coverage:

There will be 4 Tests given. Each major Test will focus on material(s) covered since the previous Test, but may include topics previously covered. TESTS WILL BE TAKEN AS SCHEDULED. All 4 TESTS are REQUIRED. All Tests will be given in class on the computer. NO MAKE-UP TESTS. No exceptions.

<table>
<thead>
<tr>
<th>TEST DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1 - Chapters 1, 5, 7, 8 and 9</td>
</tr>
<tr>
<td>Test 2 - Chapters 10, 11, 20 and 21</td>
</tr>
<tr>
<td>Test 3 - Chapters 13, 14, 15, 17 and 18</td>
</tr>
<tr>
<td>Test 4 - Chapters 2, 3, 4 and 6</td>
</tr>
</tbody>
</table>

All Tests are CLOSED BOOK

TEST REVIEW MATERIAL: A review will be provided before each Test. The reviews will help you with the Tests. For each question write a short answer and also indicate the page reference number from the text where you find the answer(s). This assignment may be used for Extra Credit. For additional reviews please visit http://www.course.com/uc10/

Attendance Policy:

The fact that classes are scheduled is evidence that attendance is important and students should, therefore, maintain regular attendance if they are to attain maximum success in the pursuit of their studies. Any student who misses 3 or more days will automatically be dropped one letter grade.
Financial Aid Statement for Distance Learning Classes

If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

Repeating This Course:  (Third Attempt to Enroll in a Course)

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

Academic Honesty Statement

Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

Food and Drink Policy

Food, drinks, and tobacco products are prohibited in Eastfield College classrooms

ADA Statement

Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. 972.860.8348 or email efcdso@dcccd.edu. For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html

Religious Holidays

Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up Testination or complete an assignment within a reasonable time after the absence.
Incompletes

Normally, a grade of “I” will not be available to students. This grade option is reserved for last minute emergency situations. For example, if a student who has been keeping up well during the course becomes seriously ill or is injured at exam time and cannot take the final exam, that student could notify the instructor and with the instructor’s approval not take the exam at the regularly scheduled time. The instructor would then fill in an incomplete contract that must be signed by the instructor, the student, and the dean. Only then would the instructor be able to report a temporary grade of “I”. After the student has completed the exam and any other missing work specified in the incomplete contract, the instructor will process the grade change. If the student fails to make up the assigned exam or other items required by the incomplete contract by the due date, the registrar’s office will automatically change the grade to the default grade specified in the incomplete contract. If a student is falling behind and unable to complete the required work during the semester, the student should drop the course by date specified in the course schedule that results in a grade of W at the end of the semester. The student may take the course again in a subsequent semester to earn credit for the course if a grade of W has been recorded on the transcript. To issue a grade of I in a situation of this kind would be inappropriate and an abuse and misuse of the grade of I.

If after the drop date the student has experienced a disabling injury or illness, and the instructor receives a letter from a licensed physician stating that the student is not physically able to attend the final exam meeting, the instructor will make an exception and recommend to the dean that an incomplete contract be issued. If the dean approves this incomplete contract, the instructor will complete the contract and issue a grade of I. If a student does not qualify for an incomplete grade, and if a student does not appear for the final exam, a grade of zero will be used to calculate the final average for all required work not completed.

Withdrawal Policy

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by November 15, 2012. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

STOP BEFORE YOU DROP

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop.

You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.

Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher
Family Educational Rights and Privacy Act of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic Groups, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

DCCCD Emergency Operating Procedures
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

Classroom Etiquette

Your enrollment in this class indicates acceptance of the standards of conduct published in the Eastfield College Catalog. As you are a college student, I consider you to be a responsible adult. Therefore, any disruptive behavior in the classroom is not acceptable and will not be tolerated.

Since every student is entitled to fully participate in this class, certain standards of conduct are necessary to insure an appropriate learning environment. These standards include:
   1. Coming to class on time, and prepared.
   2. All pagers, wireless phones, electronic games, radios, tape, CD players, iPods or other devices that generate sound are be turned off upon entering the classroom. If your job, personal emergencies, or other circumstances require that you remain in contact with people outside the classroom, let the Professor know in advance.
   3. When a class is disrupted, students in the class are unable to adequately participate in, and concentrate on, their studies. Disruption of the learning environment is, therefore, a serious issue and won’t be tolerated. Examples of disruptive behavior can include:
      a. No texting in class
      b. Talking and playing around in class.
      c. Typing on the computer during class lecture.
      d. Doing another professor’s work while in class.
      e. Reading newspapers and other reading materials while in class.
      f. Leaving and reentering the class repeatedly.
      g. Regularly arriving late to class.
      h. And, of course, abusive and confrontational behavior.
      i. Refrain from using your laptop or classroom computer when lecture is in session.

As I am very serious about protecting and enhancing the learning environment, I will not tolerate disruptive behavior.

The instructor reserves the right to amend this syllabus as necessary.