Resource Information:
Instructor: Don Peoples
Email: dpeoples@dccc.edu
Phone: 972-860-7444x9950

K103 Computer Lab Information:
Hours: M–R 9 a.m.–9 p.m. and Friday 9 a.m. to 2 p.m.

Instructor Associates:
Toby Lackey  tlackey@dccc.edu  Phone: 972.860.4567
Tarrilynn Wall  twall@dccc.edu  Phone: 972.860.4746

For problems logging into ecampus: Technical Support - call 972-669-6402 or http://dallastelecollege.dcccd.edu/techSupport.html

Course Description:
This course introduces the use of computers in business organizations, professional activities and personal life. The student will develop the ability to use computer-based technology in communicating, acquiring information and solving problems. Additionally, the student will evaluate the effects and implications of information technology on various aspects of society.

Course Prerequisites:
This course does not have a prerequisite.

Student Learning Outcomes:
1. Describe the major devices and definitions that comprise computer systems and networks.
2. Demonstrate a basic descriptive and operational knowledge of major office productivity software, media software and an operating system.
3. Find, select, analyze and present information using major office productivity software.
4. Evaluate and analyze the impact of computer technology on data security, privacy, crime and social/ethical behavior.

Course Outline:
- Day 1: Orientation
- Days 1-2: Unit A – Computer & Internet Basics
  Text Reading: Unit A
  Microsoft Windows assessment (SAM)
  Unit A Homework: in-class assignment or quiz
- Days 3-4: Unit B – Computer Hardware
  Text Reading: Unit B
  Microsoft Word assessment (SAM)
  Unit B Homework: in-class assignment or quiz
- Days 5-6: Unit C – Computer Software
  Text Reading: Unit C
  Project C – Instructional Brochure
  Unit C Homework: in-class assignment or quiz
- Days 7-8: Unit D – Digital electronics and Files
  Text Reading: Unit D
  Microsoft Excel assessment (SAM)
  Unit D Homework: in-class assignment or quiz

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Course Outline continued:

- Days 8-9: Unit E – Networks
  Text Reading: Unit E
  Project E – Mobile Phone Expense Evaluation
  Unit E Homework: in-class assignment or quiz
- Days 10-11: Unit F – Data Security
  Text Reading: Unit F
  Microsoft PowerPoint assessment (SAM)
  Unit F Homework: in-class assignment or quiz
- Days 11-15: Unit G – Web
  Text Reading: Unit G
  Project G – Technology Survey and Presentation
  Unit G Homework: in-class assignment or quiz
- Days 14-20: Unit H – Digital Media
  Text Reading: Unit H
  Project H – Multimedia Presentation
  Unit H Homework: in-class assignment or quiz

Course Materials:
Please read this section COMPLETELY and CAREFULLY before making any purchases.

This course requires you to use 2 items - an Introductory Computer Concepts textbook and an Internet-based software training and testing tool called SAM 2010 (Skills Assessment Manager). These are the only materials that can be used for this course. If you took it in an earlier semester and used the Compter Concepts 2010 book, or SAM 2007, you cannot use those materials anymore.

If you do want to buy both get a "combination package" with both Introductory Computer Concepts and SAM 2010. You can get this bundle, with ISBN 1-133-07252-6:
- From Dallas TeleCollege (order and pay via the Internet and have materials shipped to you) - http://online.dcccd.edu/books.html
- Note: other DCCCD bookstores will NOT have this bundle and it is not available on line. Private bookstores may have it, though.

However, if this is too costly you may do any of the following to have access to the Introductory Computer Concepts textbook:
- Borrow from a friend also in the course who has the book.
- Share expenses among several people you know also in the course by buying and borrowing one copy and passing it around.
- Read a copy of the book available in the Brookhaven College library (though you can't check it out).
- Purchase the whole book in print, the whole book on-line ("e-book") which you can read on the web, or individual chapters ("e-chapters") which you can also read on the web. Visit http://www.cengagebrain.com for more information.

If you choose not to get the combination package, you must at least have:
"Just SAM 2010 only". If you want that:
- Get it from the Brookhaven College Bookstore or via Dallas TeleCollege. Get ISBN: 0-538-75369-2. Private bookstores may also have it.
- Get it Through direct purchase from the publisher though you may pay a bit more.
  - All the paper card gives you is just an access code, if you don't care to have it printed you can buy it instantly and electronically at www.cengagebrain.com with ISBN 0-538-46699-5.
- Note: if you already have a SAM 2010 account you may continue to use it. You do NOT need to buy SAM 2010 again. If you have SAM 2007, though, you must now get SAM 2010.
- Do NOT attempt to use a card or code from anyone you might know that has already taken, or is taking, the course. It will NOT work – you must purchase SAM just for you!

During the course, you will be provided with a free set of PowerPoint chapter slide files for use during this course. These slides are COPYRIGHT ©2011 by Thomson Course Technology, a division of Thomson Learning, Inc. and are for students’ personal use only.
Computer Information:
You will need convenient access to a computer with:
- Microsoft Windows XP, Vista or 7.
- Microsoft Internet Explorer 7.0 or higher. (If you know what the Firefox and Chrome browsers are, be aware they do not always work well with the BlackBoard system.)
- An Internet connection.
- Microsoft Office 2010, including Word, Excel and PowerPoint. Options for finding Office 2010 include:
  - Your own home or office computer.
  - If you have a friend or relative that has Office 2010, perhaps they will let you share their computer.
  - If you can get to Brookhaven College, you can use Office 2010 in our K103 lab.
  - If you are near another DCCCD school, they may have Office 2010 in an Open Lab that you can use. (Call and check, though.)
  - If you are near another local College or University, they may have Office 2010 in a Public Lab that you can use.
  - Some libraries have it and will let you work there.
  - You can buy Office 2010 outright but beware - it's quite expensive.

In general, you should have the following computer skills, at a minimum since you will submit some files on ecampus:
- The ability to start up your computer and get to a Windows desktop,
- Knowledge of basic mouse operations such as clicking and double clicking,
- The ability to start a program by double-clicking on its' desktop icon,
- The ability to browse to and within web pages,
- The ability to compose and send an E-Mail

You will need a flash drive for your files when working in the K103 computer lab.

Student Contributions:
Experiences in this course include:
- Reading assignments.
- Written and hands-on work using Microsoft Office and SAM software.
- Communicating via the ecampus discussion board and E-Mail.

Grading System:
You will accumulate course points for work done as follows:

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 SAM Software Assessments @ 50 points each</td>
<td>200</td>
</tr>
<tr>
<td>4 Projects @ 75 points each</td>
<td>300</td>
</tr>
<tr>
<td>8 Homework in-class assignments or quiz @ 25 points each</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>700</strong></td>
</tr>
</tbody>
</table>

Your final course grade will be determined as shown:

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>630-700</td>
<td>A</td>
</tr>
<tr>
<td>560-629</td>
<td>B</td>
</tr>
<tr>
<td>490-559</td>
<td>C</td>
</tr>
<tr>
<td>420-489</td>
<td>D</td>
</tr>
<tr>
<td>000-419</td>
<td>F</td>
</tr>
</tbody>
</table>

Please be aware that the table above is the only method that is used to figure out your final grade. Percentages – like "90% to 100%" earns an "A" – are not used in this course at all.

Point deductions, some severe, will be made if you violate the rules and procedures of this course. Details are noted below.
Extra Credit work is not available in this course.

**Required Course Work and Late Penalty Information:**
This course is divided up into segments called Units. Each Unit contains several activities for you to do with due dates for each assignment of a Unit. Late work may result in penalties at your Instructors' discretion.

Within each Unit, you may have items such as:

- **Textbook reading and study**, which includes optional auxiliary material to help you learn the concepts. Your homework is based on this reading.
- **SAM Software Assessments**, which
  - are done on the SAM web site, which is separate from eCampus/BlackBoard.
  - determine if you know how to use the basic features in 4 areas of computing - Windows, Word Processing, Spreadsheet and Presentation Graphics software.
  - each begin by examining your current skills in an area. If you score 85% or better, you have passed and are done with that area. If you do not pass, you will be provided with tutorials to work on to build your skills in that area. You then re-take the assessment. If you don't pass, you can train and take it again and again up to ten tries if need be.
  - should be taken very seriously - failure here in more than one area may cause you to fail the entire course.
  - are to be done on an individual basis only.
- **Projects**, which
  - allow you to demonstrate the use of computer software to solve a specific "real-world" type of problem.
  - are general exercises requiring you to use critical thinking, problem analysis skills and creativity. They do not have set answers, each solution is different.
  - usually have some background material to review and study.
  - may not be submitted more than once for credit (Correcting your mistakes and re-submitting for a higher grade isn't permitted).
  - might have just one part or possibly several parts submitted in order.
  - are to be done on an individual basis only.
- **Homework assignments**, which
  - provide you an opportunity to perform some critical thinking about relevant issues that are part of this course.
  - vary in format – you may have a group discussion, for example, or a quiz or possibly some hands-on work.
  - may not be submitted more than once for credit.
  - are to be done on an individual basis only.

Detailed instructions for how to do all of these will be provided within the course.

All coursework must be completed by the absolute due date as shown in your Course Schedule.

Technical difficulties are not an acceptable excuse for failure to complete assigned work, so never wait until the last minute to submit items.

**Withdrawal with a "W":**
If you are unable to complete this course, YOU must withdraw by the official drop date, as noted in the Course Schedule. If you stop “attending” class and do not withdraw you will receive a performance grade, usually an "F".
STOP BEFORE YOU DROP!

For students who enrolled in college level courses for the first time since 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 learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://econnect.dcccd.edu/eConnect/droppingfacts.html

Students often drop courses when help is available which would allow them to continue. Please feel free to discuss your plans with your instructor if you are considering a drop.

If you still wish to drop, after having reviewed all of the above, you should:

- Browse to the DCCCD eConnect web site (http://eConnect.dcccd.edu).
- Click the Current Credit Student Menu link.
- Click the Log In link.
- After logging in, find and click the Drop Classes link (look under the Register for Classes area).
- For more information about Dropping, you may visit https://www1.dcccd.edu/catalog/ss/oep/dw.cfm?use_nav=oep&loc=DCCCD

Americans with Disabilities Policy Statement:
If you feel the need for an academic adjustment due to any type of physical disability or learning difference, please contact Special Services at 972-860-4847, http://www.brookhavencollege.edu/studentsvcs/special-services for advisement and counseling. They will be happy to work with you.

Notice for Students on Financial Aid:
If you are receiving Financial Aid grants or loans, be aware that:

* Your participation in this course must begin on or before the official certification date.
* If you are failing the course, you must participate after the drop date.
* You must check with the Financial Aid Office prior to Dropping/Withdrawing this course.

Violation of any of these rules may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester.

Incomplete ("I") Grading:
Incompletes are only considered in those circumstances where a student has had a documentable crisis or emergency occurring sometime in the last several days of the course, preventing the student from completing the final few items of required work (a last Project or Exam, for example). The "I" is designed only to provide a little extra time to finish up, and is not granted to students who are substantially behind in their work as the end of the course approaches. It is not to be considered as a grade to request should you simply not have the time to get your work done during the semester.

If you feel you meet the qualifications for an "I" and would like to request one, contact your Instructor as soon as possible. Students who do not qualify for an "I" may not complete any coursework for credit after the final Absolute Deadline as shown in the Course Schedule.

Academic Dishonesty:
All work in this course is undertaken with the understanding that academic honesty is the only acceptable behavior for students. Further, it is understood that the Instructor sets the standards of academic honesty in this course, determines when those standards have been violated and determines the consequences of that behavior by the student.
Students are expected to do their coursework by themselves unless it is specifically noted that group work is allowed for a particular item. Violations of this rule are considered cheating and will be penalized.

Cheating is defined as collusion, collaboration, providing assistance, access and use of material intended for Instructors only, viewing of another students’ work before or after submission for grading, file sharing, password sharing, fabrication or plagiarism. None of these will be tolerated. Excuses such as “It was an accident” or “I didn't know we couldn't work together” will not relieve the student of penalties. There are no acceptable explanations for any of these behaviors.

For the first offense, a grade of 0 will be issued for the coursework in question. Students then failing to complete all further coursework on their own will receive a score of 0 for the entire related Course Component involved in the second offense.

Students often share a computer at home or in an office with another student or students who is/are also simultaneously enrolled in this course. Sharing a computer is permitted, provided:

Your Instructor is notified AND you work on the shared computer at a different time from the person(s) you are sharing the computer with
AND you do not view the monitor while the other person(s) is/are working on the course
AND you do not at anytime view any printouts or files of the person(s) you are sharing the computer with
AND your files are placed in separate folders or on separate storage media from the person(s) you are sharing the computer with. If you do not know how to do that, ask your Instructor.

DCCCD Rules:
All students in this course are expected to abide by the rules and regulations as set forth in both the DCCCD Student Code of Conduct and the DCCCD Rules for Responsible Computing. Failure to comply may result in legal and/or disciplinary action. For more information, visit https://www1.dcccd.edu/cat0910/ss/computer.cfm?loc=DCCCD