Instructor Information:

Instructor: Patti Burks
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E-Mail: pburks@dcccd.edu

Important Contacts:

For problems logging in, accessing the web site or other technical issues:
   Technical Support - call 972-669-6402 or http://dallastelecollege.dcccd.edu/techSupport.html
General questions about on-line Computer Information Technology courses offered through Brookhaven:
   Ms. Tarnilynn Wall - call 972-860-4746 or E-Mail twall@dcccd.edu or
   Mr. Toby Lackey call 972-860-4567 or E-Mail tlackey@dcccd.edu

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:

Upon successful completion of this course, you will be able to:

1. Describe the major devices that comprise computer systems.
2. Identify the need for, use and functions of the following, in a business computing environment:
   a. Enterprise-wide Information Systems
   b. Database Systems
   c. Networking Systems
   d. Transaction Processing Systems
   e. Management Information Systems
   f. Decision/Group Support Systems
   g. Reality and Intelligence/Knowledge Management Systems
   h. E-Commerce Systems
   i. Systems Design Process
3. Demonstrate a basic descriptive and operational knowledge of major office productivity software and an operating system.
4. Find, select, analyze and present information using major office productivity software.
5. Evaluate and analyze the impact of business computer technology on data security, privacy, crime and social/ethical behavior.

Course Materials:

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

This course requires you to use 2 items - a Fundamentals of Information Systems textbook and a 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 Computer 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 **Fundamentals of Information Systems** and **SAM 2010**. You can get this bundle, with ISBN: 978-113-328-656-1.

- From Dallas TeleCollege (order and pay via the Internet and have materials shipped to you) - [http://dallastelecollege.dcccd.edu/books.html](http://dallastelecollege.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 **Fundamentals of Information Systems** 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](http://www.cengagebrain.com) for more information.
- Bundled books come with an “MIS CourseMate” card which provides access to some materials on the Internet. You will not use this unless you are specifically told to do so by your Instructor. Otherwise simply don't use the card.

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](http://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 ©2008 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. (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 (not an earlier version), including Word, Excel, Access and PowerPoint. Be sure to check carefully if you have Office as not all versions come with Access. 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 and you must get a version with Access.

In general, you should have the following computer skills, at a minumum:

- 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

We know this is an Introduction to Computers-type course, but since you are taking it on-line you do need to know just a little about using a computer at the outset. If you do not have these skills, you must attend an on-campus Orientation.

Also, if you are planning to work on several different computers, or on a computer that isn't your personal one, you will need a flash drive for your files.

Student Contributions:

Experiences in this course include:
• Reading assignments.
• Online attendance. Although this is not a traditional class with specific meetings at given times, your “attendance” is measured by the frequency and quality of your interactions.
• Assignments using application software.
• Communicating via live chat, a newsgroup-type discussion board and E-Mail.
• Testing.

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>Assignment 0*</td>
<td>0</td>
</tr>
<tr>
<td>5 SAM Software Assessments</td>
<td>220</td>
</tr>
<tr>
<td>4@ 50 points each, 1 @ 20 points</td>
<td></td>
</tr>
<tr>
<td>4 Lesson Projects @ 100 points each</td>
<td>400</td>
</tr>
<tr>
<td>9 Discussion Board Posts @ 20 points each</td>
<td>180</td>
</tr>
<tr>
<td>4 Exams @ 50 points each</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

*Assignment 0 is required but worth no credit. You must, however, have it completed before ANY other work can be graded for you.

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>900-1000</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
<td>C</td>
</tr>
<tr>
<td>600-699</td>
<td>D</td>
</tr>
<tr>
<td>000-599</td>
<td>F</td>
</tr>
</tbody>
</table>

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 9 large segments called Lessons. Each Lesson contains several activities for you to do and a Completion Date. Work from Lessons 1 and 2 will be accepted up to 2 weeks past the
Completion Date to help you get started in the course. Late work may result in penalties at your Instructors’ discretion.

See your Course Schedule for actual dates.

Within each Lesson, you will have:

- **Textbook reading and study**, which includes optional auxiliary material to help you learn the concepts. You do not get points for this directly, but large portions of the Exams are based on knowledge gained here.

- **SAM Software Assessments**, which
  - determine if you know how to use the basic features in 5 areas of computing - Windows, Word Processing, Spreadsheets, Databases and Presentation Graphics software.
  - has a first SAM assignment about Windows. If you score 85% or better, you have passed and are done with that area (worth 20 points). If you do not pass, you will be provided with tutorials to work on to build your skills in that area. You can train and take it again and again up to 5 times if need be.
  - then has other SAM assignments containing two 25-point labs for you to complete. If you score 85% or better on both labs, you have passed and are done (and get 50 points). If you do not pass, you will be provided with tutorials to work on to build your skills in that area. You can re-submit an assignment up to 5 times.
  - 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.

- **Lesson 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.
  - may not be submitted more than once for credit (Correcting your mistakes and re-submitting for a higher grade isn't permitted).
  - are to be done on an individual basis only.

- **Discussion Board Posts**, which
  - provide you an opportunity to perform some critical thinking about relevant issues that are part of this course.
  - are presented for everyone to see and comment on, if desired.
  - may not be submitted more than once for credit.
  - are to be done on an individual basis only.

- **Exams**, which
  - cover all material in a group of lessons.
  - May consist of multiple-choice, matching or similar type questions - but NO essays!
  - may be taken up to 2 times if desired. Your score will be for your final attempt, though, so if you take it twice but do worse the second time you will be stuck with that score.
  - are different for different students, and if you take an Exam more than once you will get different questions.
  - are not timed, but you should login right before you take one. There is a 3-hour login limit per session and you want as much time as you can get.
  - are considered "open book".
are to be done on an individual basis only.

All coursework must be completed by the End-Of-Course Deadline 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://www1.dcccd.edu/coursedrops

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).

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 (phone 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 Exam or Lesson Project, 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 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, 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.

Often times students 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, which you will do as part of completing Assignment 0
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.