BROOKHAVEN COLLEGE
Medical Office Management/Administration
POFI 1104 – Computer Fundamentals
Course Syllabus

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Course Description:
In this course you will become familiar with the basics of working with Windows 7. You will learn how to navigate the Windows 7 user interface, manage files and folders, use the Control Panel to customize Windows 7, and explore the internet with Windows Explorer. This course emphasizes the concurrent development of office skills and computer knowledge (1 college credit; 1 lecture.).

Course Focus:
This is a beginning computer course that focuses on the terminology of the Microsoft Windows 7 operating system. You will learn the components of Windows 7 including the user interface, menu bars, toolbars and shortcuts. You will also learn to name, save, locate and print files, customizing Windows 7, and using Internet Explorer. Emphasis is focused on choosing commands, using keyboard shortcuts and shortcut menus, managing files and folders, and customizing appearance settings.

Prerequisites:
None

Required Text and Supplies:
- **Text:** Steven M. Johnson, *Illustrated Series Microsoft® Windows® 7- Introductory*
- Flash/Thumb/Jump Drive
- Your personal e-mail address and Internet access to eCampus and eConnect

Student Learning Outcomes:
The following outcomes are directly related to the performance activities. You will:

1. Become familiar with the Windows 7 user interface, navigate the Start Button and Start Menu, work with the Taskbar and scroll bars, and use dialog boxes. *(Unit A)*
2. Create, print and save basic documents and copy data between files. *(Unit B)*
3. Use Windows Explorer to view, create, rename, search for and organize files and folders. *(Unit C)*
4. Change the layout of Windows Explorer, modify search options, customize personal folders, and display disk, folder and file information *(Unit D)*
5. Customize Windows 7 using parts of the Control Panel, and customize the Start Menu, Task Bar, and Notification Area. (Unit E)
6. Gain a basic understand of the internet and explore the internet using Windows Explorer. (Unit G)

Please note: Unit F – Securing Your Computer – and Unit H – Exchanging Mail and News – will not be covered

Teaching Method:

• **Student Reading:** Students should read the material in each unit PRIOR to attending the class during which the unit will be discussed.

• **Student Hands-On Practice:** Students should master the ‘Concepts Review’ section and practice the ‘Skills Review’ at the end of each chapter covered on their home pc or on the Brookhaven pc’s with Windows 7 on them.

• **Lectures:** Most of the material covered in class will come from the text (see above). Additional information will be provided by the instructor on occasion. Students should plan to take careful notes. Students will be called on in class to answer questions on the material being covered. Student questions and discussion are strongly encouraged.

• **In-class Practice:** The ‘Concepts Review’ questions and selected ‘Skills Review’ items will be done in class to reinforce material in the text.

• **Tests:** Five tests will be given – one for each unit covered (A+B combined total 4) and one final. The tests will be closed book/notes and will cover material in the text **AND discussed in class.** Questions will be in True/False and Multiple Choice format.

Workplace and Foundation Competencies:
Brookhaven College is committed to assisting you in obtaining the knowledge and skills that you will need to succeed in today's dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

• Demonstrate time management
• Demonstrate responsibility toward commitment to class

Student’s Responsibilities:
Your responsibilities include:

• Attending each class session - which is critical to your success.
• Participating in class activities with class members and instructor.
• Reading the material in the text, Completing assignments in a timely manner.
• Communicating with your instructor about your progress.
• Practicing courteous, respectful, cooperative behavior at all times, as this would be the norm in any higher education or work environment.
• Being prepared and staying on task.
**Professional Points:**
As the medical profession stresses the performance of duties requiring certain behavior and attitudes, a part of this course grade will focus on professional behavior and punctuality of submitting assignments.

Those who maintain punctuality and who conduct themselves employing professional behavior (no plagiarism or cheating, no disrespectful behavior towards classmates, instructor or administration, and no argumentative or negative attitude, effective communication and interpersonal skills, accountability for actions and outcomes, and following rules) **will gain 10 professional points** to be added to their final score at the end of the course.

**Failure to adhere to these classroom policies will result in deduction of professional points.**

**Attendance Policy:**
Regular attendance/participation in class is consistent with academic success; therefore, regular attendance/participation and punctuality are expected from all students.

- The following reasons for absences/lack of participation are considered excusable: student Illness or injury, critical illness of immediate family member, death of an immediate family member, jury duty or subpoena for court appearance, major religious holidays, and others determined by individual faculty to be excusable. The student must submit appropriate official documentation that substantiates the absence upon the student's return to class.

- The final decision concerning absences/lack of participation is left to the instructor’s discretion.

*If a student is unable to attend a class regularly, regardless of the reason or circumstances, you should first contact your instructor, consider options available to you at the time, or withdraw from the class. If you remain on the class roster and do not complete the assignments and since instructors cannot withdraw students, you will receive a performance grade of F if you do not initiate the withdrawal procedure yourself. NO EXCEPTIONS*

**Grading:**

**NOTE:**
The instructor reserves the right to modify the course requirements, calendar dates, assignments, grading procedures, and other related policies that are deemed necessary to manage and conduct this course in the classroom or online. Students are responsible for contacting the instructor and for seeking clarification of any requirement that is not understood.

**Assignments/Activities:** Concepts Reviews, Skills Reviews, Independent Challenges and other projects and readings may be done in class to help support and supplement material found in the lessons. These assignments may require the application of various software applications and internet searches.
**Quizzes:** There will be six (6) quizzes over the units in the textbook to help ensure you stay up with covered material. Quizzes will be a combination of multiple choice, sentence completion, word/phrase and definition matching, and true/false questions. All quizzes will be taken in class. Schedule TBD, depending on class progress with the material.

**Method of Evaluation:**

Professional Points = 10 points.

Unit quizzes: 4 – one each per unit (A+B Combined). Points per quiz TBD

Final Exam – Comprehensive.

**Grading Scale:**

A = 90.0%+
B = 80.0% - 89.9%
C = 70.0%-79.9%
D = 60.0%-69.9%
F = Below 60.0%

To receive a final grade or CE certificate (the certificate awarded demonstrates your performance in a non-credit setting), you must achieve an average grade of 70.0% or higher on all quizzes and the final exam.

**Method of Communication:**

Note the following procedure for email communication with the instructor.

1. Use “POFI 1104 and your section number” in the subject line; for instance POFI 1104-xxxx.
2. Include the sender’s first and last name at the bottom of the email.
3. The instructor will respond to e-mails sent using all the above guidelines within 48 hours.

**Please contact me to discuss grades, questions on assignments, or any issue with this course. Inform me of any absence in advance. Best way to reach me is via email.**

**COLLEGE POLICIES**

**Absences Due to Religious Observance**

Students desiring to observe a religious holy day which will result in a class absence(s) must notify their instructor. Absences for observance of religious holy days are excused. The student is required to complete any assignments, turn in any work or take an examination within a reasonable time after the absence(s). Discuss the anticipated absence(s) with your instructor.

**Academic Integrity**
The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Your enrollment indicates acceptance of the Dallas County Community Colleges Code of Student Conduct located in the Brookhaven College Catalog and the DCCCD Catalog.

American With Disabilities Policy Statement/Disabilities Act Compliance
If you are a student with a disability and/or special needs who requires ADA accommodations, please contact your college Special Services Office in Room S-124 or call 972-860-4847 on the Brookhaven Campus.

Class Attendance
Students are expected to attend regularly all classes (classroom or online) in which they are enrolled. Class attendance and course progress are the responsibility of the student. It is also the responsibility of the student to consult with the instructor following a period of absence. Once enrolled in the course, it is the responsibility of the student to withdraw from the course should that become necessary. **Instructors will not automatically drop students who have stopped attending class.**

Dallas TeleCollege Website
Everything you need to know about the Dallas County Community Colleges and distance education can be found at the Dallas TeleCollege website: [http://dallastelecollege.dcccd.edu](http://dallastelecollege.dcccd.edu)

Instructor Communication
Communicate with your instructor in person, by phone or e-mail. Your instructor will provide information on ways to contact him/her.

Internal Transfer
A credit student may transfer to non-credit status after the refund period and on or before the final drop date of the semester. No student will be permitted to transfer after that date. Please consult with your instructor if you wish to utilize this transfer process.

Receiving Your Grades
End-of-semester grades will **not** be mailed to you by the college. Specific instructions for obtaining your grades can be found at [http://www.brookhavencollege.edu/grades.html](http://www.brookhavencollege.edu/grades.html). You can also access your grades by completing the following steps:

Internet Access to Grades
1. Go to the Dallas County Community College District website (http://www.dcccd.edu)
2. Click on eConnect and then select Current Credit Students Menu.
3. Under the heading, My eConnect Account, select **Log In**.
4. Enter your seven-digit student ID number (not your Social Security number).
5. Enter your password or, if this is your first time to use the system, enter your date of birth (for example, for April 25, 1987, enter 042587), then click on Submit.
6. Under the heading My Personal Information, select Check My Grades.
7. Select the term and grade type that you wish to review, then click on Submit.

**Student Services**
Go to [http://brookhavencollege.edu/onlinesvcs/students](http://brookhavencollege.edu/onlinesvcs/students) to learn about all the student services that are available.

**Technical Requirements and Support**
Online courses and some classroom courses require access to a computer, the Internet and e-mail. If you should have any technical difficulties, call 1-866-374-7169 or the eCampus Technical Support and Help Desk can be found at [http://dallastelecollege.dcccd.edu/techSupport.html](http://dallastelecollege.dcccd.edu/techSupport.html). Also alert the instructor concerning any technical problems.

**Withdrawal/Drop Policy**
If you are unable to complete this course, it is your responsibility for withdrawing yourself from the class. If you are unable to complete this course, you must withdraw from the class by the date listed on your Registration Summary Receipt. It is your responsibility to be aware of the drop date. Withdrawing from this course is a formal procedure which you must initiate. The instructor or the instructional associate cannot do it for you. You may do this in admissions or counseling. If you stop attending and do not withdraw from the class, you will receive a performance grade of F. **NO EXCEPTIONS.**

Students sometimes drop courses when help is available that would enable them to continue. If you feel the need to withdraw, please discuss your plans with the instructor first.

**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 learning, including all seven of the Dallas County Community Colleges. For more information, you may access: [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops)

**Students Receiving Financial Aid**
If you are receiving Financial Aid grants or loans, you must show participation in this class prior to the certification date as indicated on the Registration Summary Receipt by e-mailing or contacting the instructor or by logging on to eCampus. **Do not drop or stop attending any class without consulting the Financial Aid office.** Changes in your enrollment level and/or failing grades may have adverse consequences. Phone: 972-860-4110.
Repeating This Course
Effective with the Fall 2005 Semester, 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 being charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any Dallas County Community Colleges since the fall 2002 Semester.