Computer application specific software. Emphasizes the concurrent development of office skills and computer knowledge. This course may be repeated if topics and learning outcomes vary.

**Course Title:** Computer Fundamentals  
**Course Rubric/Number:** POFI 1204  
**Section:** 21701  
**College Credits:** 2  
**Lecture/Lab:** 1 lec, 2 lab  
**Class Start Date:** Jan. 21  
**Class End Date:** Apr. 2  
**Class Meeting Information:** Wed., 7:10 p.m.-9:10 p.m.  
**Attendance Certification Date:** Jan. 29  
**Class Drop Date:** Mar. 18  
**Suggested Prerequisites:** Basic keyboarding and computer skills

**Course Description**  
In this course you will become familiar with the basics of working with Windows 8.1. You will learn how to navigate the Windows 8.1 user interface, manage files and folders, use the Control Panel to customize Windows 8.1, and explore the internet with Internet Explorer. Students will also learn important topics of Microsoft Word and Excel 2013 and how to use the programs in a medical office setting.

**Course Focus**  
This course prepares students to work with Microsoft Word and Microsoft Excel 2013 applications in the medical office. Using courseware that incorporates an accelerated, step-by-step, project-based approach, students develop an introductory-level competency in Word and Excel 2013 as well as explore the essential features of Windows 8.1 and Internet Explorer.

**Required Text and Materials**  
textbook required for this class is NOT on “Reserve” in the library. The student must obtain the required materials for class:

- Student Resources CD (provided with textbook)
- Internet Resource Center, www.emcp.net/medicaloffice10
- Flash Drive
- Your personal e-mail address and Internet access to eCampus and eConnect

**Student Learning Outcomes**

The following lists of goals are directly related to the performance objectives:

- Differentiate among systems, applications, and utility software.
- Format, edit, and enhance a document.
- Manage files and folders.

Upon completion of this course:

1. The student will be able to identify terms, concepts, and functions related to Windows 8.1.
2. The student will be able to use program interfaces and navigate the Windows 8.1 environment using menus, toolbars, dialog boxes, scroll bars and taskbars.
3. The student will become familiar with file management using Windows Explorer.
4. The student will learn how to use the Control Panel to customize Windows and desktop settings.
5. The student will be able to identify terms and concepts related to the Internet and the World Wide Web.
6. Use Word 2013 to create and edit a representative range of professional-quality documents common to the medical office.
   - Learn to create, format, edit, proof, and print documents similar to those found in medical offices.
   - Learn to create and format tables.
   - Learn to work with lists.
   - Learn to merge Word documents.
   - Learn to work with styles and templates.
   - Learn to build forms.
   - Learn to enhance documents with images and charts.
7. Use Excel 2013 to create and format spreadsheets with a variety of numerical data and then manipulate the data to analyze financial trends and forecast economic outcomes.
   - Learn to Analyzing Data Using Excel
   - Learn to Editing and Formatting Worksheets
   - Learn to Using Functions, Adding Visual Elements, Printing, and Working with Tables
8. The student will learn to integrate data from Word and Excel.

**Course Assessment**

A final exam is the overall course assessment and will be comprehensive in nature. Students will complete an integrated project covering foundational skills associated with Word and Excel 2013.
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:

- Work with Information: Acquire & evaluate data.
- Demonstrate Basic Skills: Reading / Speaking
- Manage resources/time management
- Demonstrate responsibility

Performance Objectives

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

1. Become familiar with the Windows 8.1 user interface, navigate the Start Button and Start Menu, work with the Taskbar and scroll bars, and use dialog boxes.
2. Customize Windows 8.1 using parts of the Control Panel, Task Bar, and Notification Area.
3. Gain a basic understanding of Internet Explorer by modifying search options.
4. Customize personal folders, and display disk, folder, and file information
5. Create, edit, merge, print, and save basic documents and spreadsheets.
7. Enhance documents and spreadsheets with images and charts through Word and Excel.
8. Insert bullets and numbering, symbols and special characters in Word and Excel 2013.

Student Contributions

Your contribution includes the following:

- Read and understand Syllabus and Completion Schedule.
- Attend class, which is critical to your success.
- Participate in class activities with class members and instructor and completing assignments in a timely manner (approximately six to eight hours per week of computer time outside of class is recommended for successful completion of course requirements).
- Read Messages and Announcements posted by the instructor in eCampus.
- Communicate with your instructor about your progress.

Classroom Rules and Expectations

- All students are required to practice courteous, respectful, cooperative behavior at all times, as this would be the norm in any higher education or work environment.
- Only students who are enrolled may attend class.
- Students will arrive on time and stay until class is dismissed.
- Students must be dressed appropriately, have a neat appearance and excellent personal hygiene at all times. In the health care environment, there is an expectation that appropriate clothing and appearance promotes a professional image.
• Be prepared and stay on task.
• **Sit appropriately in the chairs provided with your feet down on the floor, we respect and value our classroom property.**
• Please refrain from eating and drinking while inside the classroom.
• Listen courteously to one speaker at a time, with no interruptions and no side conversations.
• **No private conversations and inappropriate joking and laughing during lectures, or demonstrations;** such activities disrupts classes, interferes with the normal flow of lectures and reduces efficiency of classroom instruction.
• **No taking frequent or daily breaks during class lectures.** These kinds of breaks do not indicate some sort of necessity, but disrespect for other students and the instructor. If these breaks are a recurring occurrence with the same student, they will be asked to take their things and leave. If someone has a medical need to leave their seat during class, they should inform the instructor and sit near an entrance door to make their exits non-obtrusive.
• **No falling asleep in class.**

**Technology policy:** Use of any personal communication devices, such as cell phones and laptops will not be permitted in class.

- **Cell phones, PDAs, iPhones, iPads, Blackberries, other texting devices, laptops, etc. must be completely turned off and placed out of sight during class time.**
  If there is an emergency situation warranting the silent mode use of a cell phone during class, notify the instructor prior to class.
- **No Internet surfing / Web browsing / emailing will not be allowed other than for class activities and instructional purposes approved by the instructor.**

**Policy on accommodations for students with disabilities:** Any student requesting academic accommodations based on a physical, psychological or learning disability is required to register with Brookhaven College Disability Support Services. A letter of verification for approved accommodations must be obtained from them and submitted to your instructor by the second week of the semester. The Disability Support Services office is on the first floor of the Student Services Center, Building S, Room S124.

**Academic Dishonesty:** Any student who submits an assignment that is plagiarized, shares exam information with another student, is found cheating, altering answers, or uses materials not authorized by the person administering the test (such as iPhones, iPads to look up information) is guilty of academic dishonesty. **Any student determined by the instructor to have been guilty of engaging in an act of academic dishonesty shall be subject to a range of academic penalties as determined by the professor.** These penalties may include, but are not limited to, one or more of the following:

- Loss of credit for an assignment, exam, or project
- Reduction in the course grade
- A grade of “F” in the course
- Additionally, students involved will be placed on suspension until further disciplinary action is taken.
- Your instructor will also place a letter in the student’s file indicating the violation of the Student Code of Conduct.
Professional Points

As the medical profession stresses the performance of duties requiring certain behavior, attitudes and attendance, a part of this course grade will focus on professional ethics, behavior, appearance, attendance and punctuality.

Those who maintain perfect attendance, punctuality and who conduct themselves employing professional behavior (no profanity, 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, appropriate dress and demeanor, follow classroom rules and demonstrate behavior that preserves the safety of others) will earn full professional points which will be added to their final score at the end of the course.

Attendance Policy

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

- Absences should be kept to an absolute minimum. You will be held accountable for all assignments missed due to your absence. It is the student’s responsibility to initiate and complete missed assignments. Be aware that (5) points will be deducted for late work.
- All arrangements relating to absences will be made with the faculty member who is responsible for the class that was missed.
- When you know you will miss class ahead of time, you must inform the faculty member of the absence prior to the absence occurring. If the absence is unexpected, notify the instructor by end of that day via email. Be aware that (5) points will be deducted from both Professional Points and Attendance.
- No make-up quizzes, tests, or exams will be given. Exceptions to this rule may be based on individual circumstances and the instructor’s assessment of the student’s ability to finish course requirements.
- Arriving late or leaving class early is not acceptable as it can be disruptive to a class lecture or individual or group activity. Any assignments, quiz, or test given in class in which you are tardy or leave early will not be made up. The instructor is not responsible to update or hand you any information that you missed due to your tardiness or early departure.
- The following reasons will be considered as unexcused absences and tardiness:
  - Scheduling appointments during class time
  - Child care issues
  - Transportation Problems
  - Over-sleeping
  - Any other reasons determined by your instructor to be inexcusable
- Excused absences will be granted for the following reasons:
  - 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
  - Any other reasons determined by your instructor to be excusable
- Students must submit appropriate official documentation that substantiates the absence upon the student's return to class.
• Students who expect to miss several class sessions for personal, professional, religious or other reasons are encouraged to meet with the Program Coordinator to consider alternative courses prior to registration.
• *The final decision concerning absences is left to the instructor’s discretion.*

Return after Medical Absence

A student who has been absent due to illness, injury, surgery or pregnancy may require a physician’s statement verifying the student’s medical condition, the period of absence in which the student was hospitalized or under the care of the physician, when the student is able to return to class, and any necessary accommodations prior to returning to their scheduled classes.

*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*

*Failure to adhere to these classroom policies will result in deduction of professional points as well as points from other course assignments as deemed fit by your instructor.*
Grading Components

Assignments/Activities: Skills Assessments, Skills Review, Marquee 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 ten (10) quizzes over the sections 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.

Method of Evaluation

Professional Points = 25 points

Class Participation = 25 points

Syllabus Quiz = 20 points

Section quizzes: 10 quizzes (10 points per section) =100 points

Assignments: 10 assignments (20 points per assignment) = 200 points

Final Exam: Comprehensive = 100 points

Grading Scale

A = 423-470
B = 376-422
C = 329-375
D = 282-328
F = Below 281

Method of Communication

Note the following procedure for email communication with the instructor.

1. Use “POFI 1204 and your section number” in the subject line; for instance POFI 1204-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.

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.
CLASS POLICIES

Instructor Communication
Communicate with your instructor in person, by phone or email. Your instructor will provide information on ways to contact him/her and will provide the time of office hours, if applicable.

By email - When sending an email, be sure to include course prefix and number in the subject line. Add your full name in the body of the message. You will receive a response within 48 hours.

Late Assignments
The completion schedule is designed to help you proceed through the assignments so you can complete the course by the end of the term/semester. Points may be deducted for late submissions. Just as in a work environment, if you cannot meet a deadline, you would contact your supervisor to discuss the late submission. Your instructor has the same expectation.

Academic Integrity/Honesty
All assignments in this class are undertaken with the understanding that academic honesty is the only acceptable behavior. Further, it is understood that the instructor sets the standards of academic honesty in the class, determines when these standards have been violated, and determines the consequences of that behavior by the student.

The following instances of academic dishonesty will not be tolerated and if committed, will result in a grade of “F” in the course.
Cheating – intentionally using or attempting to use unauthorized materials, information or student aids in any academic exercise. Specifically:
1. Copying from another student’s exercise, chapter/unit assessment, or exam.
2. Using test materials not authorized by the person administering the test.
3. Collaborating with or seeking aid from another student during an assessment of any type without permission from the instructor.
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part the contents of an student’s exercise, chapter/unit assessment, or exam.
5. The unauthorized transporting or removal, in whole or in part of the contents of the student’s exercise, chapter/unit assessment, or exam.
6. Substituting for another student or permitting another student to substitute for one’s self to take student’s exercise, chapter/unit assessment, or exam.
7. Bribing another person to obtain a student’s exercise, chapter/unit assessment, or exam or information about a student’s exercise, chapter/unit assessment, or exam.

Collusion – unauthorized collaboration with another person in preparing work offered for credit (i.e., providing exam information to another student, working collectively on assignments intended as individual tasks).

Fabrication – intentional and unauthorized falsification or invention of any information in an academic exercise.

Plagiarism – intentionally representing the words or ideas of another as one’s own in any academic exercise.
Class Attendance
You are expected to regularly attend all classes in which you are enrolled. Class attendance and course progress are your responsibility. It is also your responsibility to consult with your instructor following a period of absence. Once enrolled in the course, it is your responsibility to withdraw from the class should that become necessary.

Before withdrawing from your class, be sure to visit with your instructor to review any options that may be available. **Instructors will not automatically drop students who have stopped attending class.** Additional information about withdrawing from a class is provided below.

Facilities, Equipment, and Resources

**Classroom Environment** - Because everyone appreciates a clean and safe environment, eating, drinking, and smoking are not allowed in our classrooms or lab. Our learning environment is **open only to adult students, not to children.**

**Electronic Devices** - To prevent interruptions in the classroom, please see that all pagers, cell phones, and other electronic devices are turned off in the classroom and in the lab. Only personal electronic devices being studied as part of the class will be allowed to be used in the classroom.

**Equipment** - Use of computers and equipment in M Building classrooms and lab are for the sole use of students enrolled in Brookhaven College courses.

**Software License** - As a student enrolled in a class, you are only authorized to use software required for completion of specific class assignments and quizzes/tests. Because of Brookhaven College’s licensing agreement, you may not use this area for any other work, such as typing personal documents.

Technical Requirements and Support

**eCampus**
Online courses and classroom courses require access to a computer, the Internet and email. If you should have any technical difficulties, call 1-866-374-7169 or 972-669-6402 or contact the eCampus Technical Support and Help Desk at:

**Your Computer Issues**
You are responsible, not your instructor, for resolving your computer issues. If you continue to experience computer issues, make other arrangements to complete your assignments. Locate another computer to use so you can complete your assignments in a timely manner. If you are enrolled in an online class, plan ahead so you can find another computer to submit your assignments on time.
COLLEGE POLICIES

Absences Due to Religious Observance
If you desire to observe a religious holy day that will result in a class absence(s), you must notify your instructor. Absences for observance of religious holy days are excused. You are 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/Honesty
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. Also, please refer to topic above. For more information, refer to the DCCCD Student Code of Conduct (https://www1.dcccd.edu/catalog/ss/code.cfm)

Americans 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 Special Services Office in Room S-124 or call 972-860-4673 on the Brookhaven Campus.

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

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. If you wish to transfer from non-credit to the credit course, do so within the first week.

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/studentsvcs/grades/

To access your grades, complete the following steps.
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, MyeConnect 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://www.brookhavencollege.edu/studentsvcs/ to learn about all the student services that are available.
Withdrawal/Drop Policy
If you are unable to complete this course, it is your responsibility to withdraw from the class by the date listed on your Registration Summary Receipt. It is your responsibility to be aware of the drop date which is printed on the tuition fee receipt and is also posted on the college website.

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, you will receive a performance grade of F.

Retention Effort--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.
- Once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a "W." Therefore, 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

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 emailing or contacting the instructor or by logging onto eCampus.

- Do not drop or stop attending any class without consulting your instructor and the Financial Aid office.
- Changes in your enrollment level and/or failing grades may have adverse consequences. Phone: 972-860-4110.

Repeating This Course
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. Third attempts include courses taken at any Dallas County Community Colleges since the fall 2002 semester.