<table>
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<tr>
<th>Course Information</th>
<th>Instructor Information</th>
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<tbody>
<tr>
<td><strong>Course Title:</strong> Computer Applications</td>
<td>Jacqueline Fields- Instructor</td>
</tr>
<tr>
<td><strong>Term and Year:</strong> Spring 2015</td>
<td>Preferred Email Address: <a href="mailto:Jacqueline.fields@chisd.net">Jacqueline.fields@chisd.net</a></td>
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<tr>
<td><strong>Course and Section Number:</strong> POFI 1301-33265</td>
<td>Primary Telephone Contact: 469-272-2000 x-7371</td>
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<tr>
<td><strong>Class Meeting Time and Location:</strong> M-F 10:04 am – 10:53 am - Rm. 420</td>
<td>Office Location and Hours</td>
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<tr>
<td><strong>Preferred Email Address:</strong> <a href="mailto:Jacqueline.fields@chisd.net">Jacqueline.fields@chisd.net</a></td>
<td>Rm. 420- By Appointment Only</td>
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<tr>
<td><strong>Office Location and Hours:</strong></td>
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<tr>
<td><strong>Rm. 420</strong></td>
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<tr>
<td><strong>Course Description</strong></td>
<td>Required Materials Including Textbooks (include ISBN)</td>
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<tr>
<td><strong>Introduction to Computers</strong></td>
<td>Note: A minimum of 9 hours per week should be devoted to course material outside of class time</td>
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| This is a Texas Common Course Number. | **Textbook:** 
| Course Description: Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. This course may be repeated if topics and learning outcomes vary. (2 Lec., 3 Lab.) | **Computing Essentials 2014, Making IT work for you,**
| | Edition: 24th |
| **ISBN-13:** 978-0133407815 | **Learning Microsoft Office 2013: Level 2**
| | Mehaffie, Reyes, Skintik, and Watanbe |
| **Course Prerequisites** | Disclaimer –
| Keyboarding. | The instructor reserves the right to amend this syllabus as necessary. |

**Texas Core Objectives for Student Learning**

Students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. In this course, the following skills are in focus.

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written and visual communication
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making
6. **Social Responsibility**: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
Exemplary Educational Objectives

- Discuss computer and communications 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 presentations

Student Learning Outcomes

- Organize, manage, and communicate information using software applications such as word processing, spreadsheet, presentation, and database software.
- Identify and describe the key components and the relationships between computer hardware, networks, system and application software.
- Recognize and evaluate ethical, privacy, and security issues related to using computers in society.

CVC Learning Signature

CVC’s Learning Signature is One College Transforming Lives. Cedar Valley College establishes clear expectations for students through engagement and empowerment leading to excellence.

CVC Faculty and Staff expect students to:
- take responsibility for their own learning
- commit to achieving high academic performance
- be meaningfully engaged in the campus community

CVC Faculty and Staff expect to:
- provide students a clear pathway of instruction
- establish clear learning outcomes
- serve as role models and mentors for students

Exams and Assignments

Reading Assignments: The Assignments section of your course contains the reading assignments from your lecture book.

Lab Assignments: Lab Exercises may be submitted on paper, flash drive, and email or saved to student log-in account according to the teacher.

Tests/Exams: Tests will be administered in Room 420. It is the student’s responsibility to ensure that all tests are completed in the time frame required by the instructor.

Evaluation Procedures

Some assignments may incur penalty points for each day or week beyond the due date that they are received. This will be determined by your instructor. Check your course schedule for the final time and
date by which all work must be submitted. There will be no exceptions made to this rule. For online classes, your instructor will also be able to tell you about the time and date of your final exam (Exam 2). For on-campus students, the final exam times and dates are published in the Cedar Valley College class schedule each semester.

Grading Determination

Exams – 40%
Lab/Class Work – 60%

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 six 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 six 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: http://www.dcccd.edu/Why/Reg/Registration/Pages/default.aspx

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 semester’s drop date. 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. See institutional policies for additional information on withdrawals.

Attendance Policy

You are expected to attend regularly all classes in which you are enrolled. You have the responsibility to attend class and to consult with your instructor(s) when an absence occurs. If you are unable to complete a course in which you are registered, it is your responsibility to withdraw from the course by the appropriate date. The date is published in the academic calendar each year. Your instructor cannot do this for you. If you fail to withdraw, you will receive a performance grade, usually an "F". Instructor’s may modify or include other information as applicable to their course

Estimated Time Requirements

Online Students: This course requires between 6 to 12 hours of course work per week. 6 hours are hours we would have spent in the classroom. Allot another 6 hours a week for reading, reviewing for
exams, and completing case studies, discussion boards, and lab assignments.

**Hybrid Students:** This course requires between 6 to 12 hours of course work per week. Hybrid students spend 3 out of the 6 hours a week in the classroom. Allot another 3 to 9 hours a week for reading, reviewing for exams, and completing case studies, discussion boards, and lab assignments.

**Emergency Closings**

For more information about procedures when the campus closes, please refer to this link: [www.chisd.com](http://www.chisd.com) or [http://www.cedarvalleycollege.edu/AboutCedarValley/ServiceAreaInformation/Lists/WebPages/DispForm2.aspx?List=df991366-bb5e-4222-94aa-d804c8f321af&ID=10](http://www.cedarvalleycollege.edu/AboutCedarValley/ServiceAreaInformation/Lists/WebPages/DispForm2.aspx?List=df991366-bb5e-4222-94aa-d804c8f321af&ID=10)

**Classroom Policies**

**Bring Your Own Device (BYOD).** All students are given network and Wi-Fi access. Misuse of this privilege, could result in the removal of access and/or disciplinary procedures in accordance with CHISD policy and applicable laws. Personal devices can be used as a resource to educational instructional activities only and must be turned off/ or put away at the teacher’s request. CHISD personnel are NOT responsible for lost or damage of device(s). Students are encouraged to install a tracking app on all devices. Each student has been assigned an email account. Student may check emails at [www.outlook.com](http://www.outlook.com). Email address format is **firstnamelastname@student.chisd.net** with the password of student’s birthday (mmddyyyy). Students are encouraged to utilize student access to view grades, current assignment, and important messages on a daily basis. It is each student’s responsibility to insure that all assignments have been turned on time. Failure to complete any of the course requirements; i.e., paper, tests, or labs, will result in a Failing Grade.

**Microsoft Office Specialist Certification**

Prepare and successfully obtain MOS certification in Word, Excel, Access, or PowerPoint.

**Student Organization**

All students are encouraged to become a member of Business Professionals of America – BPA. Dues are $25. For more information on BPA go to [www.bpanet.org](http://www.bpanet.org) and/or [www.teaxasbpa.com](http://www.teaxasbpa.com). Students are also encouraged to participate in University Interscholastic League (UIL) competitive events. No fee is required for this organization, however, will require after-school tutoring sessions. Please sign up with Ms. Fields- Room 420.
QUALITY ENHANCEMENT PLAN

Cedar Valley College's Quality Enhancement Plan is designed to improve student learning in mathematics. Read more about our QEP at: http://www.cedarvalleycollege.edu/QEP/default.aspx

HARDWARE AND SOFTWARE REQUIREMENTS

In order to complete the lab exercises that are turned in for a grade, you must have access to word processing, spreadsheet, database, and presentation graphics software. Remember to save your files and save them often. You must be able to show your project files to the Instructor upon request. At the prescribed lab times for this course, your instructor will be available for assistance in Room 420. Assistance with the hardware and lab software is also provided by your instructor.

Although the system that you will be using for this course can be reached through the computer labs at any DCCCD campuses, the colleges are not required to provide this equipment to you nor are they required to provide technical assistance. If you are having problems with your eCampus class, please call LeCroy Help Desk for technical support at 972-669-6402.

ASSISTANCE

Please feel free to contact the instructor by e-mail or phone, with your questions, comments, suggestions, and ideas. Students with special needs are asked to inform the instructor within the first week of the class.

CONTACTING YOUR INSTRUCTOR

The fastest way to contact your instructor is through e-mail. Always include your Name, Course Number, and Section in the subject line of your message when you send an email to your instructors. We are teaching several sections that are exactly alike, and including this information will help us respond to your question promptly and accurately. In case of a student’s name change, you should communicate with instructors using the same name in which you have registered in the college records. You MUST provide an email address to get a response from us. If you are emailing from within eCampus, the Course Number and Section will be added to the
subject line automatically, but your email address must be saved in your Personal Information record or we cannot reply to you.

INSTITUTIONAL POLICIES

Academic Advising  Academic Advising is a collaborative educational process whereby students and their advisors are partners in meeting the students' academic, personal, and career goals. This partnership is a process that is built over the student’s entire educational career at Cedar Valley College.

Educational planning is available to all students. First time in college students must meet with academic advisors prior to enrolling in classes; however, continuing students may choose to see faculty advisors, faculty counselors, and/or program coordinators after classes begin. All parties have clear responsibilities for ensuring a successful partnership. For more information, you may access:  
https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf

Academic Honesty  Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. 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.

ADA Statement  If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-860-8119.

Emergency Alert  Sign up for DCCCD Emergency Alerts to receive a text-message, e-mail and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather closures, utility outages, police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. Please refer to:  
http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/default.aspx

Financial Aid  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.

Health Center Services  Basic first aid for minor cuts, scrapes, insect stings, and heat, etc.

- Over-the-counter medications for headaches, fever, seasonal allergies, and colds
- Over-the-counter medications for mild allergic reactions
• Emergency sanitary pads
• Blood Pressure check
• Coordination with outside health agencies such as Carter Blood Care; Dallas County Health Dept. (HIV/STD testing--free, twice a semester); UT Southwestern mobile mammography; Immunizations once a month for children <19 y.o. from the DCDHHS; Agape Massage; and Employee Wellness Screening
• Rest area for stress relief, migraine headaches, post seizure activity
• AED (Automatic External Defibrillator) for CPR
• Student Health101, e-magazine
http://readsh101.com/go2cedarvalleycollege.html
• Confidential "talks"
• Assists with health related club activities when asked and time permits

Honors Credit Availability
(if applicable)

You can earn Honors Credit in this course that will show the completion of an Honors Course on your transcript. Honors credit is important in transfer evaluation for graduation with both Associates and Bachelor degrees with honors. To gain Honors credit for this course you will need to:

1. Demonstrate advanced writing skills through synthesis and original thought in expanded writing projects, research papers, and critical essays. This will entail a minimum of ten pages of writing. You will be asked to read primary sources readings besides the textbook
2. Participate in an outside class activity by attending a lecture, exhibit or program outside of the class activities
3. You will practice your oral presentation skills with a 10-minute presentation to the class about a topic that you have researched

To qualify for Honors credit, you must sign an Honors Contract at the beginning of the semester. Meet with me to design your program and complete the contract form by (Insert appropriate dates for current semester) in order to meet the (Insert appropriate dates for current semester) deadline for submission of Honors Contracts for approval. Finally, you must earn an A or B in the course in order to receive Honors Credit.

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 take a make-up examination or complete an assignment within a reasonable time after the absence.

Repeating this 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. This class may not be repeated for the third or subsequent time without paying the additional tuition.
Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. More information is available at: [http://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx](http://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx)

**Student Code of Conduct**

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. More information is available at: [https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC](https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC)

**Tutoring Services**

Contact Ms. Fields.

**COURSE 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 prose adapted 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.

**Applications**

1. For each of the major categories of application and operating system software:
   - Explain its purpose
   - Describe/contrast several programs being used representative of general-purpose software.
   - Clearly distinguish it from the other types of general-purpose software.
   - List and describe the essential functions associated with using general-purpose software.
   - Describe how companies and individuals use general-purpose software.
   - Demonstrate in a timely manner a basic functional knowledge of general-purpose software by using it to solve a specific problem.

2. Integration

Import and integrate data or graphics created by different application software programs by using another application software program such as word processing or presentation graphics software.

Please sign, date and return to Ms. Fields. You have read and discussed with your child the expectations, classroom policies, and procedures covered in this syllabus. If you have questions or comments, please contact me via e-mail or phone during the indicated conference time.

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<th>Print Parent Name:</th>
<th>Parent Signature:</th>
<th>Date</th>
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