Contact Information:

(972) 860-4074
mknox@dccc.edu
Office Hours: By appointment only

Course Description (from Eastfield Catalog):

**Prerequisite:** Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading.

The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented use of the Internet. Topics include computer terminology, hardware, software, operating systems, and information systems. (3 Lec., 3 Lab.)

Textbooks and Other Course Materials:

- **Additional Materials:** USB Flash drives

Developmental Courses

The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office. [https://www1.dcccd.edu/cat1213/admiss/tsi.cfm?loc=DCCCD](https://www1.dcccd.edu/cat1213/admiss/tsi.cfm?loc=DCCCD)
Student Learning Outcomes:

- Explain the basic concepts and vocabulary of computer information systems.
- Describe the role and functions of software and systems in meeting the needs of organizations.
- Discuss the impact of computer technology on society.
- Demonstrate a working knowledge of PC operating systems, word processing, spreadsheets, databases, charts, and integration by using a microcomputer to solve specific problems.
- Organize, manage and communicate information using software applications such as word processing, spreadsheets, 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.

Course Objectives:

Core Curriculum Intellectual 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, and persuasive language appropriate 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 and reading.
- Critical Thinking: think and analyze at a critical level.
- Computer Literacy: understand our technological society, computer-based technology in communication, solving problems and acquiring information.

Educational Objectives:
- Discuss computer and communication 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 date presentation.

Evaluation Procedures:

EVALUATION:
- Tests = 400 points
  Tests = Multiple choice
  Test 1 = 100 points
  Test 2 = 100 points
  Test 3 = 100 points
  Test 4 = 100 points
- Projects = 600 Points
  Project 1 = 100
  Project 2 = 100
  Project 3 = 100
  Project 4 = 100
  Project 5 = 100
  Project 6 = 100

Total Points = 1000
Obtaining Final Course Grades Using eConnect
Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

Eastfield College Email Policy
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: http://www.dcccd.edu/netmail/home.html

- Extra Credit = 50 Points
  1. Extra Credit = Review Sheets for each test = 4 points each x 5 = 20 points
  2. Extra Credit Project = 30 points

Total Possible Points = 1050

*Point System

- 900 + = A
- 800 - 899 = B
- 700 - 799 = C
- 600 - 699 = D
- Below 600 = F

*To be converted to Eastfield College Grade System

- 90 –100 - A
- 80 – 89 - B
- 70 – 79 - C
- 60 – 69 - D
- Below 60 - F
# Course Outline:

<table>
<thead>
<tr>
<th>DAY/DATE</th>
<th>STUDY TOPIC Chapters to read by Due Date</th>
<th>Chapters</th>
<th>Due DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong>&lt;br&gt;Jan. 20</td>
<td>Class Orientation (Read all of the documents) Introduction to Computer and the Internet</td>
<td>Chapter 1</td>
<td></td>
</tr>
<tr>
<td><strong>Week 2</strong>&lt;br&gt;Jan. 27</td>
<td>Introducing the Internet and Email Exploring Windows 8 &amp; Managing Your Files</td>
<td>Chapter 5</td>
<td>Chapter 7</td>
</tr>
<tr>
<td><strong>Week 3</strong>&lt;br&gt;Feb. 3</td>
<td>Using IE &amp; the Mail &amp; People Apps ***** Test 1 Review ******</td>
<td>Chapter 8</td>
<td></td>
</tr>
<tr>
<td><strong>Week 4</strong>&lt;br&gt;Feb. 10</td>
<td>Test 1 – Multiple Choice Chapters 1, 5, 7 and 8</td>
<td>Test 1 Review Sheet Project 1 – Internet</td>
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</tr>
<tr>
<td><strong>Week 5</strong>&lt;br&gt;Feb. 17</td>
<td>Creating a Document Formatting a Long Document</td>
<td>Chapter 10</td>
<td>Chapter 11</td>
</tr>
<tr>
<td><strong>Week 6</strong>&lt;br&gt;Feb. 24</td>
<td>Creating a Presentation Enhancing a Presentation ***** Test 2 Review ******</td>
<td>Chapter 20</td>
<td>Chapter 21</td>
</tr>
<tr>
<td><strong>Week 7</strong>&lt;br&gt;Mar. 3</td>
<td>Test 2 – Multiple Choice Chapters 10, 11, 20 and 21</td>
<td>Test 2 Review Sheet Project 2 – MS Word 2010 Project 3 – MS PowerPoint 2010</td>
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<tr>
<td><strong>Week 8</strong>&lt;br&gt;Mar. 9-13</td>
<td>Spring Break</td>
<td>Spring Break</td>
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<tr>
<td><strong>Week 9</strong>&lt;br&gt;Mar. 17</td>
<td>Creating a Workbook Working with Formulas and Functions</td>
<td>Chapter 13</td>
<td>Chapter 14</td>
</tr>
<tr>
<td><strong>Week 10</strong>&lt;br&gt;Mar. 24</td>
<td>Creating an Advanced Workbook Creating a Database</td>
<td>Chapter 15</td>
<td>Chapter 17</td>
</tr>
<tr>
<td><strong>Week 11</strong>&lt;br&gt;Mar. 31</td>
<td>Maintaining and Querying a Database ***** Test 3 Review ******</td>
<td>Chapter 18</td>
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<tr>
<td><strong>Week 12</strong>&lt;br&gt;Apr. 7</td>
<td>Test 3 – Multiple Choice Chapters 13, 14, 15, 17 and 18</td>
<td>Test 3 Review Sheet Project 4 – MS Excel 2010</td>
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<tr>
<td><strong>Week 13</strong>&lt;br&gt;Apr. 14</td>
<td>Computer Hardware Computer Software</td>
<td>Chapter 2</td>
<td>Chapter 3</td>
</tr>
<tr>
<td><strong>Week 14</strong>&lt;br&gt;Apr. 21</td>
<td>Computer Networks Network and Internet Security and Privacy</td>
<td>Chapter 4</td>
<td>Chapter 6</td>
</tr>
<tr>
<td><strong>Week 15</strong>&lt;br&gt;Apr. 28</td>
<td>***** Test 4 Review ******</td>
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<tr>
<td><strong>Week 16</strong>&lt;br&gt;May. 11-14</td>
<td>Test 4 – Multiple Choice Chapters 2, 3, 4 and 6</td>
<td>Test 4 Review Sheet</td>
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</tbody>
</table>

May 9, 2015 – Deadline for Accepting All Projects/Assignments and Extra Credit Assignments

No Assignments will be accepted after this DATE!
Assignments: All assignments require the use of a computer. Computer-based assignments can be completed on campus or at home, if you have a home PC with the appropriate software Microsoft Office 2010.

<table>
<thead>
<tr>
<th>Projects</th>
<th>DATE TO BE COMPLETED</th>
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<tbody>
<tr>
<td>Project 1</td>
<td>Internet Lab</td>
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<tr>
<td>Project 2</td>
<td>MS Word 2010 Lab</td>
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<tr>
<td>Project 3</td>
<td>MS PowerPoint 2010 Lab</td>
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<tr>
<td>Project 4</td>
<td>MS Excel 2010 Lab</td>
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<tr>
<td>Project 5</td>
<td>MS Access 2010 Lab</td>
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<tr>
<td>Project 6</td>
<td>MS PowerPoint</td>
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</tbody>
</table>

Test Coverage:
There will be 4 Tests given. Each major Test will focus on material(s) covered since the previous Test, but may include topics previously covered. TESTS WILL BE TAKEN AS SCHEDULED. All 4 TESTS are REQUIRED.

<table>
<thead>
<tr>
<th>TEST DATES</th>
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<tbody>
<tr>
<td>Test 1</td>
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<tr>
<td>Test 2</td>
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<tr>
<td>Test 3</td>
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<tr>
<td>Test 4</td>
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TEST REVIEW MATERIAL: A review will be provided before each Test. The reviews will help you with the Tests. For each question write a short answer and also indicate the page reference number from the text where you find the answer(s). This assignment may be used for Extra Credit. For additional reviews please visit http://www.course.com/uc10/

Attendance Policy:

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.

The fact that classes are scheduled is evidence that attendance is important and students should, therefore, maintain regular attendance if they are to attain maximum success in the pursuit of their studies. Any student who misses three (3) or more days will automatically be dropped one letter grade.

If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.
Repeating This Course: (Third Attempt to Enroll in a 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. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

Academic Honesty Statement

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.

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 at http://www1.dcccd.edu/cat1213/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

ADA Statement

Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. 972.860.8348 or email efdso@dcccd.edu. For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html

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 contract with the instructor to take a make-up Test or complete an assignment within a reasonable time after the absence.
Children on Campus

The institution strives to protect an environment most conducive to teaching and learning for all enrolled students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes are welcomed. Minor children, however, should not be brought to the institution unless closely supervised by their parent. Minor children should not be brought into classrooms, laboratories or other facilities of the college. This practice is disruptive to the learning process. In the case of an emergency where the student-parent has no alternative but to bring the child to campus, classroom faculty or the administrative heads of other units have full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that children be removed by the student-parent from the setting if, in their opinion, the presence of the child is deemed to be disruptive to the learning process. For reasons of security and child welfare the institution will not permit unattended children to be left anywhere on the premises. Parents who have problems with childcare should visit the Counseling and/or Advisement Center to receive referrals to childcare services in the area.

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 April 14, 2016. Last Day to Withdraw with a Grade of "W"

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. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

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
Family Educational Rights and Privacy Act of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic Groups, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

DCCCD Emergency Operating Procedures
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

Classroom Etiquette

Please respect your classmates and their opinions.

The instructor reserves the right to amend this syllabus as necessary.