Instructor: Mike Doroshow

Contact Information
Office: L-316 Phone: 972.860.7650
Email address: mbd4410@dcccd.edu Hours Available: TBA

Course Description: Introduction to Computing

Overview of computer systems hardware, operating systems, and microcomputer application
software, including the Internet, word processing, spreadsheets, presentation graphics, and
databases. Current issues such as the effect of computers on society, and the history and use of
computers in business, educational, and other modern settings are also studied. This course is not
intended to count toward a student’s major field of study in business or computer science. This course
will fulfill DCCCD’s degree requirements only if this course has been successfully completed and the
date of completion does not exceed 10 years. (2 Lec., 4 Lab.) 3 credit hours

Textbooks and Other Course Materials:

- USB Flash Drive or other storage device

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/cat0910/admiss/tsi.cfm?loc=4

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, 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.

Course 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:
Grading will be based on the following:

- Tests/Exams = 400 points (100 points each test) Tests/Exams will be approximately 50 questions, True/False and Multiple Choice
- MS Office labs and other activities = 500 points
- Discussion Assignments on eCampus = 100 points

Total Possible Points 1000

Point System

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<th>Points Range</th>
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<tr>
<td>900+</td>
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OBTAINING YOUR GRADES AT THE END OF THE SEMESTER: Grade reports are no longer mailed. Convenient access is available online. Just use your student identification number when you log in to e-Connect. Web site address www.dcccd.edu.

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: https://www.dcccd.edu/SS/OnlineSvs/Pages/MSOffice.aspx

Attendance Policy:
You are expected to attend regularly all classes in which you enroll. You have the responsibility to attend class and to consult with the instructor when an absence occurs. Instructors are responsible for describing attendance policies and procedures to you. If you are unable to complete a course (or courses) in which you are enrolled, it is your responsibility to withdraw from the course by the
appropriate date. If you do not withdraw, you will receive a performance grade, usually a grade of "F". Under Texas Education Code, Section 51.911, all institutions of higher education shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day, or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the President of the institution or his or her designee. The student and instructor shall abide by the decision of the chief executive officer or his/her designee.

Financial Aid Statement
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.

Financial Aid Statement for Distance Learning Classes
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/cat0506/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.

The **Office of Institutional Equity**, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

**Students with Disabilities:**
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

**College Disability Services Offices**  
Eastfield 972-860-8348

**A Note on Harassment, Discrimination and Sexual Misconduct**
We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

**College Title IX Coordinators**  
Eastfield Rachel Wolf  TitleIX-EFC@dcccd.edu  972-860-7358

**Food and Drink Policy**
Food, drinks, and tobacco products are prohibited in Eastfield College classrooms. If you are teaching in a non-lab classroom, you may allow for food and drink, but you must comply with college requirement of a statement of responsibility from each student. See "Food and Drink Policy" attached as .pdf file.

**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. 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 teams, (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.

**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.

**Religious Holidays**
Absences for observance of a religious holy day are excused. Notification of the absence must be given to the instructor in writing at least two weeks prior to the date of the holy day. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a mutually agreed upon time after the absence.
Classroom Etiquette

It is expected that each student will respect every other student in the class. By this statement it is expected of each student to be cognizant of other students’ desire to learn and do nothing that will divert attention from this goal. Late arrivals to class will get to their seat in the least disruptive fashion possible. Continual tardiness will be dealt with on an as-needed basis. Basic rules of courtesy will be observed (no talking while others are talking, each student will wait his or her turn to be recognized). The Eastfield college policy is that no food or drinks are allowed in the classroom. Exceptions to this policy are at the discretion of the instructor. Cell phones, PDAs, laptops, and desktop computers should not be used during class time except as needed for instructional purposes. Please silence all cell phones, PDA’s and iPod’s during class sessions. If you are late to class, please come in quietly and take your seat. Do not make a habit of arriving late since this can be distracting to other students. If you must leave early, please let the instructor know prior to class. Excessive tardiness or leaving early may affect your final grade since class participation is important.

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