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/tds.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 data 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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<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.eastfieldcollege.edu/services/onlineservices/email-ms-office/pages/default.aspx

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.
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.

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 study 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.

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.
Institutional Policies
The following policies are posted online at: https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx

- Student Success
  - Academic Advising and Degree Planning
- Tutoring
- Students With Disabilities
- Cheating, Plagiarism and Collusion
- Student Survey of Instruction
- Religious and Ethnic Holiday Observance
- Harassment, Discrimination and Sexual Misconduct
- Students Receiving Financial Aid
  - Attendance and Participation
  - Withdrawing From Classes
- Class Drop and Repeat Options
  - Withdrawal Policy
  - Six Drop Rule
  - Repeating a Course and Third Drop Rule
- In Case of a Campus Emergency
- Concealed Carry
  - Weapons
- Syllabus Change Disclaimer
- Other College-Specific Information

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