

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

MIS2110.E1 Computer Concepts & Internet Technologies
Fall 2026

PROFESSOR INFORMATION:

Professor: Dr. Brent Bradshaw
Amberton Extension: 972-279-6511 ext.141
Amberton Email: BBradshaw@Amberton.

COURSE INFORMATION:

MIS2110.E1 Computer Concepts & Internet Technologies
Level: Undergraduate
Beginning Date of Session: Saturday, September 12, 2026
Ending Date of Session: Thursday, November 19, 2026

Student access available to the Student Portal: Saturday, September 12, 2026.

Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.

PREREQUISITES:

None

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: New Perspectives on Computer Concepts, Introductory
Author: June Jamrich Parsons
Publisher: Cengage Learning
Year Published:
Edition: 21
ISBN: 13: 9780357674628
Price: Available at <http://amberton.ecampus.com>

Students should verify enrollment in course before purchasing textbooks. Textbook information and ordering options are available through the Amberton Virtual Bookstore. Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping.

APA REQUIREMENT:

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 7th edition, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (7th ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

COURSE COMPETENCIES:

The Computer Concepts & Internet Technologies course presents activities that validate successful use of personal computers in a telecommunications-learning environment. The course emphasizes a basic knowledge of computer history, hardware, software, and the practical application of technologies. Skills gained are essential for advanced on-line learning. Additional activities and topics include performing internet research and reviewing security requirements and operating systems.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

1. Demonstrating a working vocabulary of personal computer hardware and basic Internet terms.
2. Identifying and discussing the internal components of the personal computer.
3. Describing the various operating systems of the personal computer.

4. Demonstrating the ability to investigate and evaluate specific systems available for accessing the Internet in a given location.
5. Demonstrating the ability to do research via the Internet and applying research skills in reporting.
6. Demonstrating the ability to apply basic OS skills relative to general file management on a personal computer.
7. Discussing the meaning and merits of a computer *firewall* and cybersecurity.
8. Performing file management functions used in the daily operations of personal computers.
9. Discussing how to select personal computer software and hardware.
10. Discussing how to service and maintain personal computers.
11. Identifying communications software, hardware, and services available for personal computers.
12. Discussing networking of personal computers.
13. Evaluating the latest peripherals available for personal computers.
14. Describing the latest advancements in personal computer technology.
15. Discussing how to apply personal computer technology and applications in a work environment.
16. Understanding and applying basic artificial intelligence (AI), including its history, key concepts and practical applications.

ACQUIRED SKILLS

1. Critical Thinking
2. Firewall and Cybersecurity Knowledge
3. Technical Knowledge and Applications
4. Understanding Technical Applications through the use of Artificial Intelligence

COURSE POLICIES:

***SPECIAL NOTICE

The professor for this course holds the rank of Vice President or higher for Amberton University. Should the student have an appeal or grievance relative to the final grade received for this course, s/he must follow the following appeal procedure, which is an exception to the appeal procedure as outlined in the Amberton University Catalog. This appeal procedure is for the final course grade only. Individual grades for exercises or examinations are considered a part of the learning process and can only be judged in the totality of the learning and evaluation process. If this appeal procedure does not meet with the approval of the student, s/he should not enroll in this course.

APPEAL PROCESS

1. To begin the appeal process, the complaint must be in writing.
2. The appeal will immediately be forwarded to a non-involved Vice President for handling.
3. A second non-involved Vice President will inform the class professor of the complaint and the professor will/may reply to the complaint in writing.
4. This second non-involved Vice President will select an appeal committee of no fewer than three faculty and forward both the student's complaint and the professor's response to the faculty committee for review.
5. The committee will review the appeal and render a confidential judgment (committee members who voted, how they voted, will be kept confidential).
6. The conclusion of the committee will be forwarded to the student. The committee's findings will be final.

Students are expected to submit assignments (exercises/exam) on the date scheduled. As a general rule, make-up exams will not be allowed and assignments submitted after the date due will not be accepted. Exceptions will be considered on a case-by-case basis and only if the student has contacted the professor **before** the scheduled exam or assignment due date. In all cases, there will be a **10% penalty per 24-hour period past the due date** applied to any late assignment. Assignments include written responses to exercises, projects, exams, and class discussions – there will be no opportunities for extra-credit or make-up work in this class. Reading assignments will be given over various units of the textbook and from selecting computer concepts websites.

STUDENTS' RESPONSIBILITIES:

This syllabus contains information, policies, and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

ATTENDANCE POLICY:

Regular and punctual class attendance and engagement is expected at Amberton University. In case of an absence, it is the student's responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student's responsibility to follow the university's policy on formally withdrawing from a course. **Ceasing to attend classes does not constitute an official withdrawal.**

Attendance in a lecture course is defined as punctual arrival to, and engagement in, a full lecture session. A Student in a lecture course missing more than 20% (two class periods for weekday classes or one class period for Saturday classes) of the class meetings may be assigned a grade of an "F" or withdrawn at the discretion of Amberton University.

Attendance in a distance learning course is defined as active participation in the weekly online class sessions. "Active participation" can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be assigned a grade of an "F" or withdrawn at the discretion of Amberton University.

PLAGIARISM POLICY:

Plagiarism is the presentation of someone else's work as though it were your own. If you use another person's words, ideas, or information; or if you use material from an outside source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge that source. Plagiarism is a violation of the University's code of student ethical conduct and is one that is taken seriously. Amberton University operates on an honor system; therefore, honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton students are expected to abide by the honor system and maintain academic integrity in all their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based plagiarism detection services and applications at any time.

Self-plagiarism means reusing work that you have already published or submitted for a class. It can involve:

- Resubmitting an entire paper
- Copying or paraphrasing passages from your previous work

Self-plagiarism misleads your readers by presenting previous work as completely new and original. Students may not submit the same paper in substance in two or more classes without prior written permission of the instructors involved.

Amberton University students who use Artificial Intelligence (AI) generated content must adhere to the following policies:

Originality: Students must avoid presenting AI generated content as their own original work. It is essential to acknowledge the involvement of AI in the content creation process in order to maintain academic and ethical standards.

Paraphrasing: When using AI generated content, students must rephrase and/or modify the generated text. Paraphrased AI generated content should also be properly cited.

Acknowledgement: When using AI generated content in any assignment, proper credit must be given to the AI system that generated the content. <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

Students agree that by taking this course, all required assignments may be subject to submission for a textual similarity review to Turnitin.com for the detection of plagiarism and self-plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting

plagiarism in future papers. Use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com website.

Turnitin is a writing improvement and plagiarism prevention tool which uses special algorithms, to compare text-based student submissions to the Turnitin database and other online sources. Turnitin produces a detailed **similarity report** that can be customized and viewed by instructors and students.

Turnitin “Draft Coach” is a Google based add-on to Turnitin which supports students in developing high-quality academic writing; and serves as an integrity coach. Draft Coach helps address errors and improve the quality of student’s writing by highlighting grammar mistakes, identifying incorrectly cited sources, and scanning for similarity across several databases. By providing formative feedback on how to address citation issues, incorrect grammar, and matches with the Turnitin database, Draft Coach provides explanations to help students become more confident writers, capable of producing higher quality work both in academics and in the workplace.

COURSE OUTLINE AND CALENDAR:

Week	Topic	Assignment	Competencies Covered	Due Date
1	Unit 2	Assignment 1	1,2,5,6,9,12-15	See Moodle
2	Unit 3			
3	Unit 3	Assignment 2	5,6,8,12-14	See Moodle
4	Unit 4	Assignment 3	5-8,12-14	See Moodle
5	Mid-Term Exam			See Moodle
6	Unit 6			
7	Unit 7	Assignment 4	3-6,9,12-14,	See Moodle
8	Unit 1 and 5			
9	Unit 1 and 5	Assignment 5	5-6,10-14,16	See Moodle
10	Final Exam			See Moodle

GRADING CRITERIA:

5 Exercises	500 points (100 each)
Mid-Term Exam	250 points
Final Exam	250 points
Total	1000 points

Undergraduate

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:

Students should review instructor feedback provided through Moodle or Amberton CampusWeb Portal. Final grades are processed approximately one week after the session and may be viewed through the student portal. Grades will not be released by phone or through unsecured channels. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their university email account and contact the instructor at the faculty email address as provided above in Professor Information area.

INCOMPLETE GRADES:

An "I" (Incomplete) grade is granted only at the professor's discretion for emergencies or illness.

Students have 30 days from the end of the session to complete the course requirements. If the conditions are not met within this 30-day window, the "I" automatically converts to an "F".

HOW TO WITHDRAW FROM A COURSE:

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

COURSE DELIVERY METHODOLOGY:

This course is delivered through Moodle. Students are expected to have reliable internet access, basic computer skills, the ability to upload/download files, use Amberton email, and submit assignments in the required format. Students needing assistance should use the Amberton SSO support/ticket process.

HOW TO ACCESS YOUR COURSE:**SINGLE SIGN-ON (SSO) INSTRUCTIONS FOR AMBERTON UNIVERSITY:**

Students should access Amberton systems through the Single Sign-On portal at <https://sso.amberton.edu>. After logging in, students can access Moodle, Amberton email, CampusWeb, and other assigned applications. Students who need help accessing SSO should submit a support request through the SSO support option or contact support@amberton.edu.

MOODLE TUTORIAL:

Upon successful log in and access to the Moodle learning platform, there is a Student Moodle Tutorial course available, to learn about the basics of Moodle. Simply click on the link for the Student Moodle Tutorial and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

COURSE COMMUNICATIONS:

Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

EMAIL COMMUNICATION:

Students are expected to use their Amberton email account and Moodle for course communications. Students must use their official university email account for all university related communication and should check their Amberton emails regularly for course and university notices.

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

FORMAT AND SUBMISSION OF ASSIGNMENTS:

Assignments must be submitted through the appropriate Moodle assignment link unless otherwise directed by the instructor. Students are responsible for submitting files in the format required by the instructor.

INSTRUCTOR/COURSE EVALUATION:

Students will have the opportunity to complete an anonymous course and instructor evaluation near the end of the session. Instructions and dates will be provided through Moodle and/or Amberton email.

RESEARCH RESOURCES:

The Amberton Library provides access to full-text articles, peer-reviewed databases, and research tools, with options like Interlibrary Loan (ILL) and TexShare for items outside its collection. For research assistance, students can connect with library staff during operating hours via email (library@amberton.edu), phone (972-

279-6511 ext. 185), "How-to" videos, live online chat, or in person at the Garland campus. The online library is available through Single Sign On (SSO).

MICROSOFT OFFICE 365 EDUCATION:

Amberton University students may access Microsoft 365 Education resources as provided by the university.

GOOGLE WORKSPACE FOR EDUCATION:

Amberton students are assigned a Google Workspace for Education account, including Amberton Gmail, Google Drive, Google Docs, Sheets, and Slides. Students should use their Amberton Google account for course-related work when required.