INTRODUCTION TO MICROCOMPUTERS
COMP 1000
COURSE SYLLABUS
Hybrid
Fall Semester 2016
**TENTATIVE – SUBJECT TO CHANGE

Semester: Fall 2016 FY-201712
Course Title: Introduction to Microcomputers
Course Number: COMP 1000
Credit Hours/ Minutes: 3 / 3750
Class Location: GVTC/Blackboard/SAM
Class Meets: Via Internet / 9 wks
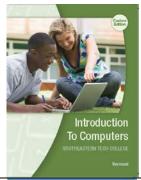CRN: 20060

Instructor: Mrs. Leah Dasher
Email Address: ldasher@southeasterntech.edu
Phone: 912-538-3186
Tutoring Hours: Made by appt with instructor
Preferred method of contact: STC Owl Mail
Full-Time Instructor/Advisor: Ms. Stephanie Moye
Office Phone: 912-538-3161

REQUIRED TEXT:

	COMP 1000 - Introduction to Computers **Georgia State Standards Edition** **(CUSTOM BOOK)** **Shelly Cashman Series by Misty E. Vermaat** **ISBN-10: 978-1305-0226-14** © 2011 Published COURSE TECHNOLOGY **BOOK, SAM KEYCODE BUNDLED TOGETHER: ISBN #978-1305-02300-0**
	Course Technology **SAM 2013 Assessment, Training, and Projects** **version 2.0 w/ Integrated Digital Book Printed** **Access Card, 1st Edition** **ISBN: 978-1-285-42749-2** **SAM ACCESS KEYCODES HAVE TO BE BRAND NEW, USED KEY's WILL NOT WORK FOR SAM** You can purchase from the STC bookstore stcbookstore@southeasterntech.edu or 912-538-3129 or 478-289-2217

REQUIRED SUPPLIES & SOFTWARE: one USB Flash Drive, Windows 7 or Windows 8 Operating System, Internet connection with browser as Mozilla Firefox 2 **(recommended)** or Google Chrome. **Office 2013 (Word, PowerPoint, Excel, and Access) IDS can be used for Office 2013; however, recommend you purchase a 180 day (6mth) full evaluation version from the STC Bookstore for $35.00 due to variety of home internet connections. Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither ANGEL nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.**

COURSE DESCRIPTION: Introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use.

MAJOR COURSE COMPETENCIES/COURSE OUTLINE: Topics include: Computer Terminology, Introduction to the Windows Environment, Introduction to Internet and Email, Introduction to Word Processing Software, Introduction to Database Software, Introduction to Spreadsheet Software, and Introduction to Presentation Software.

PREREQUISITE(S): none

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:
a) The ability to utilize standard written English.
b) The ability to solve practical mathematical problems.
c) The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS (Online): Online courses require students to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws or receives an F in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress. Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam. **Students are also expected to complete all chapter work, project assignments, discussion boards and tests on the dates specified on the attached calendar.**

Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. Assignments will be submitted via the Remote Lab Information Delivery System (CITRIX – IDS) or emailed to the instructor, Angel, and SAM. **Late assignments will not be accepted. Students who miss any assignment, test, project, or discussion board will receive a grade of 0.**

Discussion Board topics must be appropriate to the class. Spelling and Grammar are considered part of the grade. Posted content should fully answer the question. Short 1 to 2 sentence posts will not be sufficient. See Discussion Board grading rubric below. **Complete your initial post by Wednesday and all replies by the Monday due date.**

EMAILS: All emails should be sent to me using **Owl Mail.** Make sure that you always type your name and class in the subject line of every email you send me so I know which class you are in. For example: COMP1000 Dasher

CHECKING GRADES: A grade book is made available in the ANGEL course on the main page when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can RUN a REPORT of their grades at any time to see the individual grades for each assignment. Students are to keep in mind that if assigned a grade of zero that these grades are not automatically counted in the current averages shown until instructor post those grades manually so averages could seem higher at the time before posting these grades. Students are responsible for knowing how to average their grades, not the instructor. The overall percentage averages should display in the grade book to help track course progress.

No Harm No Foul Policy: It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty only if they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the quarter. (For **Fall** semester, that day will be **August 17, 2016**.) The student must formally withdraw from classes in order to receive the no harm-no foul benefit. If the student shows up the first day but does not return, the instructor will drop the student after the attendance period but that will not come under the no harm-no foul policy. The student will be charged for the class unless he/she formally withdraws

DROPPING COURSES BEFORE THE CLASS HAS BEGUN: Students wishing to withdraw from one or all courses prior to the first day of class need to go to Banner Web and drop their classes. Please note that a registration access number will be needed as well as a student's ID number and PIN. If the registration access number is unknown, the student will need to contact the registrar.

WITHDRAWING FROM A COURSE: Students wishing to officially withdraw from course(s) after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor

in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course(s). After the 65% portion of the semester, the student has earned the right to a letter grade and will receive a grade for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

PROCTORED EVENT REQUIREMENT: In order to validate student identity for all online courses, students enrolled in online courses are required to complete one proctored event per online course. **The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus** and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that **will count a minimum of 20% of the course grade**. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from **either** campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found under the Proctoring Tab in ANGEL and submit the completed form to their instructor for approval a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on **one of** the originally scheduled **days**. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given between weeks 10 and 13 for fall and spring semesters and between weeks 6 and 8 for summer semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates and times: Swainsboro Campus, (11/28/16 at 2:00 pm, room TBA) and Vidalia Campus, (11/29/16 at 2:00 pm Room TBA). Students must be on-time in order to take the exam. The proctored exam is listed in the lesson plan-- COMP 1000 COMPETENCY FINAL EXAM.

FINAL EXAM WILL BE TAKEN IN THE CLASSROOM AND WILL BE PASSWORD PROTECTED.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc…): Students are required to take all tests scheduled during the semester. **Failure to take Angel Exam(s), SAM Lab Exams and/or SAM Final will result in a grade of zero. There will be no makeup of TESTS. Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. One assignment grade will be dropped at the end of the semester. The due dates are posted on the lesson plan. Weeks start on Tuesday and end on Monday with assignments due on Monday at midnight. See Lesson Plan.**

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

Procedure for Academic Misconduct
The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--
Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--
Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--
Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY		GRADING SCALE
Exams	**30%**	A: 90-100
SAM Projects	**30%**	B: 80-89
Discussion Boards	**10%**	C: 70-79
Final Exam	**30%**	D: 60-69
Total	**100%**	F: 0-59

TCSG GUARANTEE/WARRANTY STATEMENT: *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

Disclaimer Statements
****Instructor reserves the right to change the syllabus and/or lesson plan as necessary.****
The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.

Discussion Board Project/Problems Grading Rubric					
Performance	**Exceptional 100**	**Proficient 90**	**Satisfactory 80**	**Limited 70**	**Poor 60**
Grammar/ Spelling	Grammatical and Spelling errors do not exist.	Grammatical and Spelling errors are few and cause no comprehension problems.	Grammatical and Spelling errors cause the reader to reread many parts of the paper.	Grammatical and Spelling errors are frequent. Makes paper confusing to read and comprehend.	Grammatical and Spelling errors are so numerous that the paper is hard or impossible to comprehend.
Posts & Word Count	• Posts early to allow others time to read and reply to 4 or more posts • 125 - 150 words in main thread	• Posts early to allow others time to read and reply to 3 posts • 80 – 124 words in main thread	• Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. Reply to 2 posts • 50 – 79 words in main thread	• Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. Reply to 1 posts • 25-49 words in main thread	• Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. No replies • 0 – 24 words in main thread
Scope of Solution NO COPYING AND PASTING FROM WEBSITES. **If any information comes from a website it must be cited as a resource.**	• Content provides a thorough frame of reference for comprehending the solution; • An original solution is provided. • Numerous Resources listed	• Content provides appropriate factual data but is not original or complete to solve problem or topic. • Resources listed	• Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution. • Few resources listed	• Content is not realistic solution to problem or topic. • One resource listed	• Content fails to offer a conscientious solution to selected problem or topic. • No resource listed
Explanation	All Steps are covered. All Questions are answered correctly.	Most Steps are covered and answered correctly.	Most steps are covered but not answered correctly.	Less than half of the steps are covered and answered correctly.	Less than half of the steps are covered and not answered correctly.

<table>
<tr><td colspan="5">COMP 1000 - Introduction to Microcomputers
Fall Semester 2016 FY201712 Lesson Plan
***TENTATIVE – SUBJECT TO CHANGE</td></tr>
<tr><th>Date</th><th>Chapter /
Lesson</th><th>Content</th><th>Assignments/Tests</th><th>*Competency
Area</th></tr>
<tr><td colspan="5">Week 1</td></tr>
<tr>
<td>Mon Aug 15-Mon 22</td>
<td></td>
<td>First Day of Class:
Class Introduction – Syllabus, Outline, Work Ethics, Rules & Regulations coverage</td>
<td>-Familiarize yourself with BLACKBOARD class (COMP 1000). See STC Website – MySTC</td>
<td>3

a, c</td>
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<td></td>
<td><strong style="color:red">SEE DISCUSSION BOARD RUBRICS FOR GRADING.</td>
<td>Login to the course on BLACKBOARD. Complete each item of the START HERE located under Lesson Tab, Week 1 on Blackboard</td>
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<td>E-MAIL</td>
<td>Managing E-Mail Messages with STC OWL MAIL</td>
<td>-Familiarize yourself with Using Student Email Account (Owl Mail) from STC Website – Current Students</td>
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<td>Send email to instructor with an attachment for First Day Attendance. Due midnight 08/15/16</td>
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<tr><td colspan="5">**Week 1 assignments must be completed and turned in <u>before midnight</u> Monday Aug 22</td></tr>
<tr><td colspan="5">Week 2</td></tr>
<tr>
<td>Tues.Aug 23 – 29</td>
<td>Outlook, Intro to Technology, & SAM</td>
<td>Mobile Computer Buyer's Guide & Desktop Computer Buyer's Guide, Mobile Device Buyer's Guide</td>
<td>Read Introduction to Technology (IT 2-IT 36) in book.</td>
<td>1,2,3

a, c</td>
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<td>**Complete Discussion Board #1 on Blackboard.</td>
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<td>Login to the SAM. Please do not create your SAM 2013 user account, your instructor will do this and notify you. You should also have a SAM 2013 keycode to enter once you are able to enter your SAM login.</td>
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<td>Complete Outlook Training on SAM

Complete Intro to Technology Training and Exam on SAM. (SAM PATH)</td>
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<tr><td colspan="5">**Week 2 assignments must be completed and turned in <u>before midnight</u> Monday Aug 29</td></tr>
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Week 3				
Tues. Aug 30 – Mon. Sept 5			Read and step through Office and Windows 8 section (OFF2 – OFF81)	1,2,3 a, c
	Office 2013 and Windows 8	Essential Concepts and Skill	**Complete Windows 8 *Office 2013 Training**	
		Windows 7 tasks are given throughout the book in yellow highlight.		
			Complete Windows 8 *Office 2013 Exam on SAM (SAM PATH)	
Sept 5	**H**	**HOLIDAY**		
**Week 3 assignments must be completed and turned in before midnight Monday Sept 5				
Week 4				
Tues. Sept 6- Mon. Sept 12	**WORD 1**	Creating, Formatting, and Editing a Word document with a Picture	Work through Word Chapter 1 steps in the **book** to create **Adventure Flyer**. (Pgs. WD 2- 53) to learn	4 a, c
			Finish working through the chapter steps	
			**Complete Discussion Board #2 on Blackboard.	
			Complete **Word Chapter 1 Project on SAM.**	
**Week 4 assignments must be completed and turned in before midnight Monday Sept 12				
Week 5				
Tues. Sept 13- Mon. Sept 19	**WORD 2**	Creating a Research Paper with References & Sources	Read and **Biometric Devices Paper (WD 66-122) from book**	4 a, c
			Finish working through the chapter steps	
			Complete **Word Chapter 2 Project on SAM.**	
			Finish working on chapter project	
**Week 5 assignments must be completed and turned in before midnight Monday Sept 19				
Week 6				
Tues. Sept 20- Mon. Sept 26	**WORD 3**	Creating a Business Letter with a Letterhead and Table	Complete **Samaras Letterhead and Samaras Thank You Letter from book (WD 138-188)**	4 a, c
			Finish working through the chapter steps	
			Complete **Word Chapter 3 Project on SAM**	
			Finish working on chapter project	
**Week 6 assignments must be completed and turned in before midnight Monday Sept 26				

			Week 7		
Tues. Sept 27 – Mon. Oct 3			**Complete Word Chaps 1-3 Training <mark>on SAM.</mark>**	4 a, c	
			Complete Word <mark>EXAM on SAM (Sam Path).</mark>		
	POWERPOINT 1	Creating and Editing a Presentation with Pictures	Complete **Keeping Hydrated (PPT2-55) from book**		
			Finish working through the chapter steps		
**Week 7 assignments must be completed and turned in <u>before midnight</u> Monday Oct 3					
			Week 8		
Tues. Oct 4 – Mon Mar 10			Complete **PowerPoint Chapter 1 Project on SAM.**	7 a, c	
			Finish working on chapter project		
	POWERPOINT 2	Enhancing a Presentation with Pictures, Shapes, and Word Art	Complete **Emergency Plan (PPT 74-125) from book. You do not have to print**		
			Finish working through the chapter steps		
**Week 8 assignments must be completed and turned in <u>before midnight</u> Monday Oct 10					
			Week 9		
Tues. Oct 11– Mon. Oct 17			Complete **PowerPoint Chapter 2 Project on SAM.**	7 a, c	
			**Complete Discussion Board #3 on Blackboard. Finish working on chapter project		
	POWERPOINT 3	Reusing a Presentation and Adding Media & Animation	Complete **Watch for Motorcycles (PPT 146-191) from book. You do not have to print**		
			Finish working through the chapter steps		
**Week 9 assignments must be completed and turned in <u>before midnight</u> Monday Oct 17					
			Week 10		
Tues. Oct 18 - Mon. Oct 24		**SEMESTER MIDTERM**	Complete **PowerPoint Chapter 3 Project on SAM. See Grading Rubric.**	7 a, c	
			Finish working on chapter project		
			Complete PowerPoint Chaps 1-3 Training <mark>on SAM</mark>		
			Complete PowerPoint Chaps 1-3 <mark>EXAM on SAM</mark>		
**Week 10 assignments must be completed and turned in <u>before midnight</u> Monday Oct 24					

Week 11				
Tues. Oct 25 - Mon 31	**EXCEL 1**	Creating a Worksheet and an Embedded Chart	Complete **Bob Gleamin Budget (EX 2 - 53) from book.**	6 a, b, c
			Finish working through the chapter steps	
			Complete **Excel Chapter 1 Project on SAM.**	
			**Complete Discussion Board #4 on Blackboard.	
			Finish working on chapter project	
**Week 11 assignments must be completed and turned in <u>before midnight</u> Monday Oct 31				
Week 12				
Mon. Nov 1– Tues. Nov 7	**EXCEL 2**	Formulas, Functions, and Formatting	Complete **HyperMass Online Storage Salary Report (EX 66-118)- from book.**	6 a, b, c
			Complete **Excel Chapter 2 Project <u>on</u> SAM.**	
			Complete Excel Chaps 1-2 Training on SAM	
			Complete Excel Chaps 1-2 <u>EXAM on SAM</u> (Sam Path)	
**Week 12 assignments must be completed and turned in <u>before midnight</u> Monday Nov 7				
Week 13				
Tues. Nov 8 – Mon Nov 14	**ACCESS 1**	**Databases and Database Objects: An Introduction**	Complete **Bavant Publishing AC2-63) from book BE SURE TO SAVE AT THE BEGINNING**	5 a, c
			Finish working through the chapter steps	
			**Complete Discussion Board #5 on Blackboard.	
			Finish working through the chapter steps	
**Week 13 assignments must be completed and turned in <u>before midnight</u> Monday Nov 14				
Week 14				
Tues. Nov 15 – **Nov 22**		Notify instructor of the proctor date you have chosen.	Complete **Access Chapter 1 Project <u>on</u> SAM.**	5 a, c
			Finish working on chapter project	
			Finish working on chapter project	
			Complete Access Chaps 1 Training and EXAM on SAM (Sam Path)	
**Week 14 assignments must be completed and turned in before midnight TUESDAY Nov 22				
Thanksgiving Holidays November 23rd and 24th				

Week 15				
Mon Nov 28 – Thurs Dec 1		**LAST WEEK OF CLASS** **SEMESTER ENDS**	**Complete COMP1000 Competency Training on SAM.**	1-7 a, b, c
			Complete COMP1000 Competency Training on SAM.	
			<mark>**COMP 1000 Final Exam** on SAM. **Due Nov 28th or 29th**</mark>	

Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at the instructor's discretion.

COMP1000 Introduction to Microcomputers Competency Areas:
  (1) Computer Terminology
  (2) Introduction to the Windows Environment
  (3) Introduction to the Internet and Email
  (4) Introduction to Word Processing Software

  (5) Introduction to Database Software
  (6) Introduction to Spreadsheet Software
  (7) Introduction to Presentation Software

GENERAL EDUCATION CORE COMPETENCIES:
  a) The ability to utilize standard written English.
  b) The ability to solve practical mathematical problems

  c) The ability to read, analyzes, and interprets information.