



COMP 1000 INTRODUCTION TO COMPUTER LITERACY COURSE SYLLABUS

Hybrid

Fall Semester 2017 (FY201812)

****TENTATIVE – SUBJECT TO CHANGE**

COURSE INFORMATION

Credit Hours/Minutes: 3 / 3750

Class Location: GVTC/Blackboard and Bldg. 2, Room 2122 Swainsboro Campus

Class Meets: Traditional as HYBRID / 15 weeks Monday & Wednesday 9:00 a.m.– 10:05 a.m. (60% Hybrid & 40% as on Online)

CRN: 20109

Preferred Method of Contact: **STC email**

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Karen H. Mountain

Office Location: Building 2, Room 2123

Office Hours: (M) 2:30 – 6 p.m.; (T) 2:30 – 6 p.m.; (W) 2:30 – 5 p.m. (Th) 12:45 – 1:15 p.m.

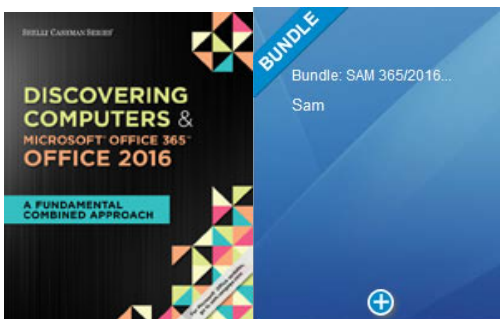
Email Address: kmountain@southeasterntech.edu

Phone: 478-289-2220

Fax Number: 912-248-6336

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

REQUIRED TEXT



Shelly Cashman Series® Discovering Computers & Microsoft® Office 365 & Office 2016 A Fundamental Combined Approach, Loose-leaf Version, 1st Edition, **ISBN10:1-337-25165-8**, **ISBN13:978-1-337-25165-5**, **AUTHORS:** Campbell/Freund/Frydenberg/Last/Pratt/Sebok/Vermaat - ©2017, **BOOK, SAM KEYCODE BUNDLED TOGETHER: ISBN #978-1-337-21753-8**

Also: Course Technology **SAM 365/2016 Assessment , Training, & Projects 1st Edition Printed Access Card**, Cengage Learning, **ISBN-13: 978-1-337-11392-2**, **SAM ACCESS KEYCODES HAVE TO BE BRAND NEW, USED**

KEY's WILL NOT WORK FOR SAM. You can purchase from the STC bookstore already bundled at stcbookstore@southeasterntech.edu or 912-538-3129 or 478-289-2217

REQUIRED SUPPLIES & SOFTWARE

One **USB Flash Drive**, Microsoft Word 2016, Internet connection, **Browser requirement is Internet Explorer 9 or higher, Mozilla Firefox (recommended) or Google Chrome.** **Students can download Word 2016 from the Office 365 given by STC for free (NO NEED TO PURCHASE).** **Students will be saving assignments to the SAM application. Students can also use the Remote Lab for Word 2016 and save to their shared drive or save to the Office 365 One Drive.**

Note: 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 Blackboard 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 introductions to computer and digital terminology and usage, operating systems, Internet and digital communication, word processing applications, spreadsheet applications, database applications, and presentation applications.

PREREQUISITE(S)

None

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (HYBRID)

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. Assignments will be saved via the Assignments will be saved via the One Drive, Remote Lab, Blackboard, and SAM.**

DISCUSSION BOARD TOPICS

Discussions 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 rubric below. **Complete your initial post by Wednesday and all replies by the Monday due date.**

EMAILS:

Preferred method of communication should be through student 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 Mountain

CHECKING GRADES:

A grade book is made available in the BLACKBOARD course on the main page by clicking the MY GRADES link when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can view their grades at any time to see the individual grades for each assignment. The overall percentage averages should display in the grade book to help track course progress.

Surfing the web while in class:

For each time a student is caught on Facebook or a site that is not approved by the instructor, student will be dismissed from class with an absence given for attendance.

Cell phone using in class:

Cell phone usage is not allowed in the classroom. Any student caught using a phone or answering a call during class will have a 5-point deduction on the next Exam/Test.

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 16, 2017.**) **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

HYBRID ATTENDANCE

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of

graded assignments and student participation in course 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, stops attending, or receives an F in a course.

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.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

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.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses 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.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

Students are required to take all tests scheduled during the semester. Failure to take Tests/Exam(s), and assignments **will result in a grade of zero. There will be no makeup of assignments or EXAMS.** If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the assignment/exam will be reset. Instructor reserves the right to deduct points from the scores for exceeding the scheduled time limit on the assignment/exam. Note: If student notifies instructor about problems because of technical issues after the due date or on the last day of the semester, the student will **NOT** be

allowed to make-up the assignment. **No exceptions! Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. All Assignments are due according to the lesson plan. 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. Makeups are not allowed for unannounced quizzes/assignments.**

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:

1. 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.

2. 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.

3. 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 third 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

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member 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).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
hthomas@southeasterntech.edu	bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES

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

ACCESS TO TECHNOLOGY

Students can now access Blackboard, 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](#).

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.

GRADING POLICY

Assessment/Assignment	Percentage
Exams	30%
SAM Projects	30%
Discussion Boards	10%
Unannounced Quizzes	5%
Final Exam	25%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Grade of D or below results in student repeating the class

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 Grading Rubrics:

Criteria Weight	Exceptional 100	Proficient 90	Satisfactory 70	Poor 50	Unacceptable 0
Grammar/ Spelling 25.00 %	<ul style="list-style-type: none"> No grammatical or spelling errors (25 points) 	<ul style="list-style-type: none"> Grammatical and spelling errors are few and cause no comprehension problems. (22.5 points) 	<ul style="list-style-type: none"> Grammatical and spelling errors cause the reader to reread many parts of the post. (17.5 points) 	<ul style="list-style-type: none"> Grammatical and spelling errors are frequent making posts confusing to read and comprehend. (12.5 points) 	<ul style="list-style-type: none"> Grammatical and spelling errors are so numerous that the post is hard or impossible to comprehend. (0 points)
Posts & Word Count 25.00%	<ul style="list-style-type: none"> Posts early to allow time to read and reply Publishes at least one original post and at least one reply 125 - 150 words in main thread (25 points) 	<ul style="list-style-type: none"> Posts early to allow others time to read and reply Publishes one post and one reply 80 – 124 words in main thread (22.5 points) 	<ul style="list-style-type: none"> Posts at the last minute without allowing enough time for others to read and reply. Publishes one post and no replies 26 – 79 words in main thread (17.5 points) 	<ul style="list-style-type: none"> Posts at the last minute without allowing enough time for others to read and reply. Publishes no posts and one reply 0-25 words in main thread (12.5 points) 	<ul style="list-style-type: none"> Publishes no posts or replies (0 points)
Critical Thinking NO COPYING AND PASTING FROM WEBSITES. If any information comes from a website, it must be cited as a resource. 25.00%	<ul style="list-style-type: none"> Content provides a thorough frame of reference for comprehending the solution; an original solution is provided. Numerous Resources listed (25 points) 	<ul style="list-style-type: none"> Content provides appropriate factual data but is not original or complete to solve problem or topic. Resources listed (22.5 points) 	<ul style="list-style-type: none"> Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution. Few resources listed (17.5 points) 	<ul style="list-style-type: none"> Content is not a realistic solution to the problem or topic. One resource listed (12.5 points) 	<ul style="list-style-type: none"> Content fails to offer a conscientious solution to selected problem or topic. No resource listed (0 points)
Explanation 25.00%	<ul style="list-style-type: none"> All Steps are covered. Questions are answered correctly. (25 points) 	<ul style="list-style-type: none"> Most Steps are covered and answered correctly. (22.5 points) 	<ul style="list-style-type: none"> Most steps are covered but not answered correctly. (17.5 points) 	<ul style="list-style-type: none"> Less than half of the steps are covered and answered correctly. (12.5 points) 	<ul style="list-style-type: none"> Less than half of the steps are covered and not answered correctly. (0 points)

COMP1000 INTRODUCTION TO COMPUTER LITERACY

FALL Semester 2017 Lesson Plan (FY201812)

Date	Modules	Content	Assignments and Tests Due Dates	Competency
Week 1 Aug 14 -21	E-MAIL	First Day of Class: Class Introduction – Syllabus, Outline, Work Ethics, Rules & Regulations coverage REQUIRED FOR THE COURSE Managing E-Mail Messages with STC Office 365 MAIL REQUIRED FOR THE COURSE	Familiarize yourself with BLACKBOARD class (COMP 1000). See STC Website – MySTC Login to BLACKBOARD Getting Started – Start Here Items: <ul style="list-style-type: none"> • Read all items • Complete STC Pledge Acknowledgement, Student Introduction Due midnight 08/14/17 Familiarize yourself with Using Student Email Account (STC Office 365 Mail) from mySTC. Send email to instructor with an attachment for First Day Attendance. Due midnight 08/14/17 Week 1 assignments must be completed and turned in before midnight Monday Aug 21	3 a, c
Week 2 Aug 22 - 28	Intro. Today's Techn. Outlook	Module 1: Computers, Devices, and the Web SEE DISCUSSION BOARD RUBRICS FOR GRADING. Please do not create your SAM user account, your instructor will do this and notify you. You should also have a SAM keycode to enter once you are able to enter your SAM login. ***Due to login username changes for SAM 2016, all students will need a new SAM keycode for the first SAM course using a keycode. You will not have to purchase another later. ***	Read Module 1 in book. Complete Discussion Board #1 on Blackboard. (Online Assignment) Complete Outlook Training & Exam on SAM (Online Assignment) Complete Intro to Technology Training and Exam on SAM. (SAM PATH) You must complete the training in order for the Exam to display. You will read and step through all red steps of the book to learn materials. You will then complete Training & Training Exams, create a Project and Project Exams in SAM. Week 2 assignments must be completed and turned in before midnight Monday Jan 28	1,2,3 a, c

Date	Modules	Content	Assignments and Tests Due Dates	Competency
Week 3 Aug 29 – Sept 4	Office 2016 and Windows 10 HOLIDAY Sept 4	Essential Concepts and Skill Start working thru Word Module bookwork. For the purpose of this course – Chapters are called MODULES. To SAVE all your Chapter/Module book work, you will submit them to SAM. You can also save to your One Drive from the Office365 portal.	Read and step through Office and Windows 8 section (OFF2 – OFF75) (Online Assignment) Complete Office 2016 & Windows 10 Training (Online Assignment) Complete Office 2016 & Windows 10 Exam on SAM (SAM PATH) Week 3 assignments must be completed and turned in before midnight Monday Sept 4	
Week 4 Sept 5 - 11	WORD Module 1	Creating, Formatting, and Editing a Word Document with a Picture All SAM items should be saved to your Office 365 OneDrive COMP1000 Folder. Once complete, submit each file back to the SAM for grading. You do not have to print or email results. Make sure you share your One Drive COMP1000 with your instructor. See Instructions in Blackboard on how to submit projects in SAM.	Work through Word Module 1 steps in the book to create Surf Flyer . (Pgs. WD 2- 47) to learn using WD Mod 1 Project Textbook in SAM Complete Discussion Board #2 on Blackboard. (Online Assignment) Complete WD Mod 1 Project on SAM. (Online Assignment) Week 4 assignments must be completed and turned in before midnight Monday Sept 11	4 a, c
Week 5 Sept 12-18	WORD Module 2	Creating a Research Paper with References & Sources	Work through Word Module 2 steps in the book to create Headphones and Earbuds Paper (WD 58-111) using WD Mod 2 Project Textbook in SAM Complete WD Mod 2 Project on SAM. (Online Assignment) Week 5 assignments must be completed and turned in before midnight Monday Sept 18	4 a, c
Week 6 Sept 19-25	WORD Module 3	Creating a Business Letter with a Letterhead and Table Save the envelopes by Adding it to the Document. See Page 173.	Work through Word Module 3 steps in the book to create Apple Park Letterhead, Lee Vendor Letter (WD 122-173) using WD Mod 3 Project Textbook in SAM Complete WD Mod 3 Project on SAM (Online Assignment) Week 6 assignments must be completed and turned in before midnight Sept 25	4 a, c

Date	Modules	Content	Assignments and Tests Due Dates	Competency
Week 7 Sept 26 – Oct 2	WORD Module 3 PPT Module 1	Creating a Business Letter with a Letterhead and Table Creating and Editing a Presentation with Pictures	Complete WD Mod 1, 2, and 3 Trainings on SAM. (Online Assignment) Complete WD Mod 1-3 Project EXAM on SAM Work through PPT Module 1 steps in the book to create Tall Oaks (PPT 2-48) using PPT Mod 1 Project Textbook in SAM Week 7 assignments must be completed and turned in before midnight Monday Oct 2	4 a, c
Week 8 Oct 3 - 9	PPT Module 2	Enhancing a Presentation with Pictures, Shapes, and Word Art	Complete PPT Mod 1 Project on SAM. (Online Assignment) Work through PPT Module 2 steps in the book to create Basketball Camp (PPT 58-103) using PPT Mod 2 Project Textbook in SAM. You do not have to print Week 8 assignments must be completed and turned in before midnight Monday Oct 9	7 a, c
Week 9 Oct 10- 16	PPT Module 3	Semester Midterm Reusing a Presentation and Adding Media & Animation You will need the Data Files for this module	Complete PPT Mod 2 Project on SAM. (Online Assignment) Complete Discussion Board #3 on Blackboard. (Online Assignment) Work through PPT Module 3 steps in the book to create Spokes Bike Club (PPT 122-162) using PPT Mod 3 Project Textbook in SAM. You do not have to print Week 9 assignments must be completed and turned in before midnight Monday Oct 16	7 a, c
Week 10 Oct 17- 23	PPT Module 3		Complete PPT Mod 3 Project on SAM. (Online Assignment) Complete PPT Mod 1, 2, and 3 Trainings on SAM (Online Assignment) Complete PPT Mod 1-3 Project EXAM on SAM Week 10 assignments must be completed and turned in before midnight Monday Oct 23	7 a, c

Date	Modules	Content	Assignments and Tests Due Dates	Competency
Week 11 Oct 24-30	EXCEL Module 1	Creating a Worksheet and a Chart 65% Point OCT 24	Work through Excel Module 1 steps in the book to create Linda Fox Budget (EX 2- 49) using EX Mod 1 Project Textbook in SAM. You do not have to print Complete EX Mod 1 Project on SAM. (Online Assignment) Complete Discussion Board #4 on Blackboard. (Online Assignment) Week 11 assignments must be completed and turned in before midnight Monday Oct 30	6 a, b, c
Week 12 Oct 31 – Nov 6	EXCEL Module 2	Formulas, Functions, and Formatting	Work through Excel Module 2 steps in the book to create Olivia’s Art Supply Salary Report (EX 58 – 105) using EX Mod 2 Project Textbook in SAM. Complete EX Mod 2 Project on SAM. (Online Assignment) Complete EX Mod 1 and 2 Trainings on SAM (Online Assignment) Complete EX Mod 1-2 EXAM on SAM Week 12 assignments must be completed and turned in before midnight Monday Nov 6	6 a, b, c
Week 13 Nov 7-13	ACCESS Module 1	Databases and Database Objects: An Introduction	Work through Access Module 1 steps in the book to create PrattLast Associates (AC 2 – 56) using AC Mod 1 Project Textbook in SAM. BE SURE TO SAVE AT THE BEGINNING (Pg AC 4) Complete Discussion Board #5 on Blackboard. (Online Assignment) Week 13 assignments must be completed and turned in before midnight Monday Nov 13	5 a, c
Week 14 Nov 14-21	ACCESS	Notify instructor of the proctor date you have chosen. Thanksgiving Holidays November 22 nd and 23 rd	Complete AC Mod 1 Project on SAM. (Online Assignment) Complete AC Mod 1 Training (Online Assignment) Complete AC Mod 1 EXAM on SAM Week 14 assignments must be completed and turned in before midnight Monday Nov 21	5 a, c

Date	Modules	Content	Assignments and Tests Due Dates	Competency
Week 15 Nov 27 - 29		LAST WEEK OF CLASS SEMESTER ENDS	Complete COMP1000 Competency Final Training on SAM. (Online Assignment) COMP 1000 Final Exam on SAM. (In Class Nov 29th)	1-7 a, b, c

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

Competency Areas:

1. Computer and Digital Terminology and Usage
2. Introduction to Operating Systems
3. Introduction to Internet and Digital Communications
4. Introduction to Word Processing Applications
5. Introduction to Database Applications
6. Introduction to Spreadsheet Applications
7. Introduction to Presentation Applications

General Core Educational Competencies

- 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.