



TENTATIVE—SUBJECT TO CHANGE

**COMP 1000 INTRODUCTION TO COMPUTER LITERACY
COURSE SYLLABUS**

Online

Fall Semester 2021 (202212)

COURSE INFORMATION

Credit Hours/Minutes: **3/3250 (4)**

Campus/Class Location: **Georgia Virtual Technical Connection (GVTC)/Blackboard via online**

Class Meets: **Via Internet for 15 weeks**

Course Reference Number (CRN): **20173**

Preferred Method of Contact: **Southeastern Technical College Office 365 email**

INSTRUCTOR CONTACT INFORMATION

Adjunct Instructor Name: **Mrs. Leah Dasher**

Adjunct College Email: [Leah Dasher \(ldasher@southeasterntech.edu\)](mailto:ldasher@southeasterntech.edu)

Campus/Office Location: **Vidalia Main Building Library Room 144**

Office Hours: **8:30 – 4:30 Monday – Thursday**

Phone: **912-538-3186**

Fax Number: **912-538-3156**

Tutoring Hours (if applicable): **Made by appointment with instructor by email**

Full-Time Instructor Name: **Ms. Stephanie Moye**

Email Address: [Stephanie Moye \(smoye@southeasterntech.edu\)](mailto:smoye@southeasterntech.edu)

Campus/Office Location: **Medical Technology Building Office 813**

Office Hours: **2:00 – 4:30 Monday – Thursday or Teleworking due to COVID restrictions**

Phone: **912-538-3161**

Fax Number: **912-538-3106**

Tutoring Hours (if applicable): **Made by appointment with instructor by email**

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf\)](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf).

REQUIRED TEXT

Students can purchase a 1 semester, 1 year or 2 year access key cost for all Cengage books and products from the [Southeastern Technical College bookstore \(stcbookstore@southeasterntech.edu\)](http://www.cengagebrain.com), **912-538-3129** or online at <http://www.cengagebrain.com>. Students can rent a book from the website and then ship it back after completion for \$7.99.

Cengage Unlimited online books of *Shelly Cashman Series Microsoft® Office 365 and Office 2019 Comprehensive, with Mindtap/SAM*. Student will click the Blackboard course link under Lessons – Beginning Information in the Blackboard course, setup their Cengage account or use previously made account and enter the Cengage unlimited access key. Student will setup their Cengage account using their STC student email address and login. **Students can use the 14 free trial until they have purchased the access code. Highly recommend purchasing the \$7.99 rental book from the Cengage Unlimited.**

REQUIRED SUPPLIES & SOFTWARE

Use **Southeastern Technical College computers or a computer with Win 8 or 10**, 1.3 Ghz Processor, 512 MB RAM, up to 4.5 GB free hard drive space, DVD Drive, Monitor with 1024X768 resolution, sound card, **Browser requirement is Internet Explorer 9 or higher, Google Chrome, or Mozilla FireFox**, Windows Media Player 10.0 or later, Adobe Reader. One **USB Flash Drive, HEADPHONES**, Microsoft Office 2019, Internet connection. **Students can download Microsoft Office from the Office 365 given by STC for free (NO NEED TO PURCHASE). Students will be submitting assignments to Mindtap/SAM application within the Blackboard course.**

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 Georgia Virtual Technical Connection (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.

Students should not share login credentials with others and should change passwords periodically to maintain security.

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

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

Southeastern Technical College 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 (ONLINE)

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam as shown on the attached assignment sheet. **Students will have at least one week to complete all Module work, project assignments, discussion boards and tests that are due at midnight on Monday of each week.** Dates are specified on the attached calendar. Assignments will be saved via the One Drive,

Remote Lab, Blackboard, and SAM. Assignments are given with numerous days to complete; therefore, **no assignment will be accepted late. After the due date a grade of zero will be given.**

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. Students are responsible for policies and procedures included in the Southeastern Technical College *Catalog and Handbook*.

Program students must earn a minimum grade of C in this course. Unannounced quizzes/assignments may be given. Late assignments will not be accepted. Students who miss any assignment, quiz, test, project, or discussion board will receive a grade of 0.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of **3 hours per week** during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed from the MySTC tab on STC's Website.

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, masks or face coverings must be worn at all times while in a classroom or lab of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:

COVID-19 Key Symptoms

Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:Stephannie.Waters@southeasterntech.edu), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ONLINE ATTENDANCE

It is the student's responsibility 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, stops attending, or receives an "F" (Failing 0-59) in a course.

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. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at Midnight on Monday night 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.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Daphne Scott](mailto:dscott@southeasterntech.edu) (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas](mailto:hthomas@southeasterntech.edu), (hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Daphne Scott](mailto:dscott@southeasterntech.edu) (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas](mailto:hthomas@southeasterntech.edu), (hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss

accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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” (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned.

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

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. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

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 separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. 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 farther 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 in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor 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 by the instructor of the course, 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 after the 65% point of the semester. Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

The proctored event will be held Dec 6th and 7th, 2021 Vidalia or Swainsboro Campus Library between 8:30 a.m. – 3:30 p.m.

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, (date), (time), (room location) and Swainsboro Campus, (date), (time), (room location).

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 night at midnight. See Lesson Plan. Makeups are not allowed for unannounced quizzes/assignments.**

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and 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" (Withdrawn Failing) 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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas (hthomas@southeasterntech.edu)</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas (ljonas@southeasterntech.edu)</p>

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’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 [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (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
Assignment, Textbook, and Training	20%
Projects	30%
Discussion Boards	10%
Exams	20%
Final Proctored Exam	20%

GRADING SCALE

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

Course Number and Name

Fall Semester 2021 (202212) Lesson Plan

KEY: CHP= CHAPTER, PG. = PAGE, OFF= OFFICE 365, WD= WORD, AC= ACCESS, PPT = POWERPOINT, EX = EXCEL, MOD = MODULE, JAN = JANUARY, FEB = FEBRUARY, MAR = MARCH, APR = APRIL,

Date	Modules	Content	Assignments and Tests	Competency
Day 1 Aug 16	E-MAIL and OUTLOOK	First Day of Class: Class Introduction – Syllabus, Outline, Work Ethics, Rules and Regulations coverage REQUIRED FOR THE COURSE EMAIL When you click the first weblink within the Email and Outlook Module, you will have to create a cengagebrain account. Use your school email address to create the account. Make sure you write down your Cengage account name and password! You will be using the links inside of your Blackboard course to complete your assignments.	Familiarize yourself with BLACKBOARD class (COMP 1000). See STC Website – MySTC Login to BLACKBOARD. (ALL WORK WILL BE DONE WITHIN BLACKBOARD) Getting Started – Start Here Items: <ul style="list-style-type: none">• Read all items• Complete STC Pledge Acknowledgement, Student Introduction• Complete the Beginning Information Module• Send an email with an attachment to the instructor for First Day Attendance• Start Email and Outlook Module All above items due midnight 08/18/21 for attendance	
Week 1 Aug 17 - 23	EMAIL and Outlook Intro. to Technology	Email and Outlook Introduction to Technology (Basics, Hardware, Software, Web, Types, I/O Devices, Operating, purchasing)	<ul style="list-style-type: none">• Complete Email and Outlook Module• Complete each of the items within the Intro to Technology Module Week 1 Assignments due 11:59 PM Aug 23	
Week 2 Aug 24 - 30	Office 2019 and Windows 10	SEE DISCUSSION BOARD RUBRICS FOR GRADING.	Click each of the items within the Module: <ul style="list-style-type: none">• Discussion Board #1• Complete Office 2019 and Windows 10 module Week 2 assignments due 11:59 PM Aug 30	1,2,3 a, c

<p>Week 3 Aug 31 – Sept 7</p>	<p>WORD Module 1</p>	<p>Creating and Modifying a Flyer See Instructions in Blackboard – Beginning Information on how to submit projects in MIndtap/SAM. Once complete, submit each file back to the Mindtap/SAM for grading. You do not have to print or email results.</p>	<p>Click each of the items within the Module for the following:</p> <ul style="list-style-type: none"> • Work through Word Module 1 steps from the e-book to create the Flyer. using Mod 1 Textbook Project • Complete Word Module 1 (Textbook Project, Training, End of Module Project) (OL) • Discussion Board #2 in Blackboard. (OL) <p>Week 3 assignments due 11:59 PM Sept 6</p>	
<p>Week 4 Sept 7 - 13</p>	<p>WORD Module 2</p>	<p>Creating a Research Paper</p>	<p>Click each of the items within the Module for the following:</p> <ul style="list-style-type: none"> • Work through Word Module 2 steps from the e-book to create the Paper using Mod 2 Textbook Project • Complete Word Module 2 (Textbook Project, Training, End of Module Project) (OL) <p>Week 4 assignments due 11:59 PM Sept 13</p>	<p>4 a, c</p>
<p>Week 5 Sept 14 - 20</p>	<p>WORD Module 3</p>	<p>Creating a Business Letter</p>	<p>Click each of the items within the Module for the following:</p> <ul style="list-style-type: none"> • Work through Word Module 3 steps from the e-book to create the Letter using Mod 3 Textbook Project • Complete Word Module 3 (Textbook Project, Training, End of Module Project) (OL) • Complete Word Modules 1-3 - SAM Capstone Project Exam <p>Week 5 assignments due 11:59 PM Sept 20</p>	<p>4 a, c</p>

Week 6 Sept 21 - 27	PowerPoint Module 1	Creating and Editing a Presentation with Pictures	Click each of the items within the Module for the following: <ul style="list-style-type: none"> • Work through PPT Module 1 steps from the e-book to create the Presentation using Mod 1 Textbook Project • Complete PPT Module 1 (Textbook Project, Training, End of Module Project) (OL) Week 6 assignments due 11:59 PM Sept 27	4 a, c
Week 7 Sept 28 – Oct 4	PowerPoint Module 2	Enhancing Presentations with Shapes and SmartArt	Click each of the items within the Module for the following: <ul style="list-style-type: none"> • Work through PPT Module 2 steps from the e-book to create the Presentation using Mod 2 Textbook Project • Complete PPT Module 2 (Textbook Project, Training, End of Module Project) (OL) • Discussion Board #3 in Blackboard. (OL) Week 7 assignments due 11:59 PM Oct 4	4 a, c
Week 8 Oct 5 - 11	PowerPoint Module 3	Inserting WordArt, Charts, and Tables You will need the Data Files for this module	Click each of the items within the Module for the following: <ul style="list-style-type: none"> • Work through PPT Module 3 steps from the e-book to create the Presentation using Mod 3 Textbook Project • Complete Discussion Board #4 in Blackboard. (OL) Week 8 assignments due 11:59 PM Oct 11	7 a, c
Week 9 Oct 12 - 18	PowerPoint Module 3	Inserting WordArt, Charts, and Tables You will need the Data Files for this module	Click each of the items within the Module for the following: <ul style="list-style-type: none"> • Complete PPT Module 3 (Textbook Project, Training, End of Module Project) (OL) • Complete PPT Modules 1-3 - SAM Capstone Project Exam Week 8 assignments due 11:59 PM Oct 18	7 a, c

<p>Week 10 Oct 19 - 25</p>	<p>EXCEL Module 1</p>	<p>Creating a Worksheet and Chart</p>	<p>Click each of the items within the Module for the following:</p> <ul style="list-style-type: none"> • Work through Excel Module 1 steps from the e-book to create the Worksheet using Mod 1 Textbook Project • Complete Excel Module 1 (Textbook Project, Training, End of Module Project) (OL) <p>Week 9 assignments due 11:59 PM Oct 25</p>	<p>7 a, c</p>
<p>Week 11 Oct 25 – Nov 1</p>	<p>EXCEL Module 2</p>	<p>Formulas, Functions, and Formatting</p>	<p>Click each of the items within the Module for the following:</p> <ul style="list-style-type: none"> • Work through Excel Module 2 steps from the e-book to create the Worksheet using Mod 1 Textbook Project • Complete Excel Module 2 (Textbook Project, Training) (OL) <p>Week 10 assignments due 11:59 PM Nov 1</p>	<p>6 a, b, c</p>
<p>Week 12 Nov 2 - 8</p>			<p>Click each of the items within the Module for the following:</p> <ul style="list-style-type: none"> • Complete Excel Module 2 (End of Module Project) (OL) • Complete EX Capstone Exam <p>Week 11 assignments due 11:59 PM Nov 8</p>	<p>6 a, b, c</p>
<p>Week 13 Nov 9 - 15</p>	<p>ACCESS Module 1</p>	<p>Databases and Database Objects: An Introduction</p>	<p>Click each of the items within the Module for the following:</p> <ul style="list-style-type: none"> • Work through Access Module 1 steps from the e-book to create the Database using Mod 1 Textbook Project • Complete Access Module 1 (Textbook Project, Training) (OL) <p>Complete Discussion Board #5 in Blackboard. (OL)</p> <p>Week 12 assignments due 11:59 PM Nov 15</p>	<p>6 a, b, c</p>

Week 14 Nov 16 - 22		Notify instructor of the proctor date you have chosen for the COMP1000 Proctored Final Exam.	Click each of the items within the Module for the following: <ul style="list-style-type: none"> • Complete Access Module 1 (End of Module Project) (OL) • Complete Access Module 1 SAM Project Exam • Complete Discussion Board 5(OL) Week 13 assignments due 11:59 PM Nov 22	5 a, c
Week 15 Nov 23 – Dec 2		Last week to complete work	Complete Practice Final to study. Take numerous times. Not graded. (OL)	5 a, c
Final Exam Dec 6- 7		Final Exam	Proctored Competency Final Exam. Due Dec 6 or 7 Vidalia or Swainsboro Campus Library between 8:30 a.m. – 3:30 p.m.	1-7 a, b, c

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

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.

Discussion Board Grading Rubrics:

# of discussion posts	# of discussion replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	Students who post their initial discussion board response to the discussion board topic and reply to at least one other student's post will be given a 100 on the assignment <u>if</u> the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
1	0	70	Any student that does not respond to at least one other student's post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
0	1	50	Students who only respond to one other student's post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.