



**INTRODUCTION TO  
MICROCOMPUTERS COMP 1000  
COURSE SYLLABUS  
HYBRID**

**Fall Semester 2015**

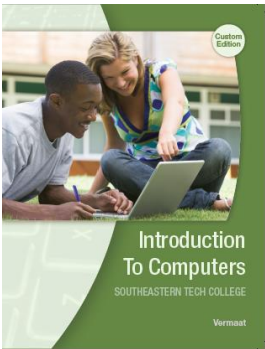
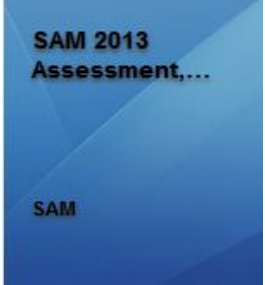
**\*\*TENTATIVE - SUBJECT TO CHANGE**

**Semester:** FALL 2015 FY 201612  
**Course Title:** Introduction to Microcomputers  
**Course Number:** COMP 1000  
**Credit Hours/ Minutes:** 3 / 3750  
**Class Location:** Swainsboro Building 6 Rm 6204  
**Class Meets:** Traditional as HYBRID / 15 weeks  
 Tues & Thurs 10 am – 11:15 am (60%) and Work  
 online Mon & Tues (40%)  
**CRN:** 20255

**Instructor:** Mr. Jamie Powers  
**Office Hours:** 2:00 – 4:30 Monday – Thursday  
**Office Location:** Building 6 Room 6204  
**Email Address:** [jpowers@southeasterntech.edu](mailto:jpowers@southeasterntech.edu)  
**Phone:** 478 289-2221  
**Tutoring Hours:** Made by appt with instructor

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:**

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

**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.**

**Note:** Although students can use their smart phones and tablets to access the online portion of their 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 complete the online portion of the 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

**COURSE OUTLINE:** Use Semester State Standards

**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.

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 (Hybrid):** Students are expected to complete all work shown on the attached assignment sheet. Students are also expected to complete all chapter work, project assignments, discussion boards and tests on the dates specified on the attached calendar. 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 saved via the Remote Lab Information Delivery System (CITRIX – IDS), Angel, and SAM.**

Students are responsible for policies and procedures included in the STC Catalog and Student Handbook. **Unannounced quizzes/assignments may be given. Students who miss an unannounced quiz or assignment will receive a grade of 0.**

**ATTENDANCE GUIDELINES:** 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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, 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 the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

**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 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 11:55 PM. 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](http://www.southeasterntech.edu).

**GRADING POLICY**

<b>Exams</b>	<b>25%</b>
<b>SAM Projects</b>	<b>25%</b>
<b>Discussion Boards</b>	<b>10%</b>
<b>Unannounced Quizzes</b>	<b>5%</b>
<b>Final Exam</b>	<b>**35%</b>
<b>Total</b>	<b>100%</b>

**GRADING**

<b>SCALE</b>
A: 90-100
B: 80-89
C: 70-79
D: 60-69
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.*

<b>Discussion Board Project/Problems Grading Rubric</b>					
<b>Performance</b>	<b>Exceptional 100</b>	<b>Proficient 90</b>	<b>Satisfactory 70</b>	<b>Poor 50</b>	<b>Unacceptable 0</b>
<b>Grammar/ Spelling</b>  25%	<ul style="list-style-type: none"> <li>•No grammatical or spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>•Grammatical and Spelling errors are few and cause no comprehension problems</li> </ul>	<ul style="list-style-type: none"> <li>•Grammatical and spelling errors cause the reader to reread many parts of the post</li> </ul>	<ul style="list-style-type: none"> <li>•Grammatical and spelling errors are frequent making post confusing to read and comprehend</li> </ul>	<ul style="list-style-type: none"> <li>•Grammatical and spelling errors are so numerous the post is hard or impossible to comprehend</li> </ul>
Points	25	22.5	17.5	12.5	0
<b>Posts &amp; Word Count</b>  25%	<ul style="list-style-type: none"> <li>•Posts early to allow time to read and reply to 4 posts</li> <li>•125-150 words in main thread</li> </ul>	<ul style="list-style-type: none"> <li>•Posts early to allow others time to read and reply to 3 posts</li> <li>•80-124 words in main thread</li> </ul>	<ul style="list-style-type: none"> <li>•Posts at the last minute without allowing enough time for others to read and reply</li> <li>•Some required posts missing</li> <li>•26-79 words in main thread</li> </ul>	<ul style="list-style-type: none"> <li>•Posts at the last minute without allowing enough time for others to read and reply</li> <li>•Some required posts missing</li> <li>•0-26 words in main thread</li> </ul>	<ul style="list-style-type: none"> <li>•No posted response to the main thread</li> </ul>
Points	25	22.5	17.5	12.5	0
<b>Scope of Solution NO COPYING AND PASTING FROM WEBSITES If any information comes from a website it must be cited as a resource</b>  25%	<ul style="list-style-type: none"> <li>•Content provides a through frame of reference for comprehending the solution</li> <li>•An original solution is provided</li> <li>•Numerous resources listed</li> </ul>	<ul style="list-style-type: none"> <li>•Content provides appropriate factual data but is not original or complete to solve problem or topic</li> <li>•Resources listed</li> </ul>	<ul style="list-style-type: none"> <li>•Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution</li> <li>•Few resources listed</li> </ul>	<ul style="list-style-type: none"> <li>•Content is not a realistic solution to the problem or topic</li> <li>•Only 1 resource listed</li> </ul>	<ul style="list-style-type: none"> <li>•Content fails to offer a conscientious solution to selected problem or topic</li> <li>•No resources listed</li> </ul>
Points	25	22.5	17.5	12.5	0
<b>Explanation</b>  25%	<ul style="list-style-type: none"> <li>•All steps are covered</li> <li>•Questions are answered correctly</li> </ul>	<ul style="list-style-type: none"> <li>•Most steps are covered and answered correctly</li> </ul>	<ul style="list-style-type: none"> <li>•Most steps are covered but not answered correctly</li> </ul>	<ul style="list-style-type: none"> <li>•Less than half of the steps are covered and answered correctly</li> </ul>	<ul style="list-style-type: none"> <li>•No steps are covered or answered</li> </ul>
Points	25	22.5	17.5	12.5	0

**COMP 1000 - Introduction to Microcomputers  
 FALL Semester 2015 FY201612 Lesson Plan  
 \*\*\*TENTATIVE – SUBJECT TO CHANGE**

Date	Chapter / Lesson	Content	Assignments Tests	*Competency Area
<b>Week 1</b>				
Monday Aug 17- Mon Aug 24		<b>First Day of Class:</b> Class Introduction – Syllabus, Outline, Work Ethics, Rules & Regulations coverage	<b>-Familiarize yourself with ANGEL class (COMP 1000). See STC Website – MySTC</b>	3 a, c
		<b>SEE DISCUSSION BOARD RUBRICS FOR GRADING.</b>	<b>Login to the course on ANGEL.</b> Complete each item of the START HERE located under Lesson Tab, Week 1 on Angel	
	<b>E-MAIL</b>	<b>Managing E-Mail Messages with STC OWL MAIL</b>	<b>-Familiarize yourself with Using Student Email Account (Owl Mail) from STC Website – Current Students</b>	
			<b>Send email to instructor with an attachment for First Day Attendance.</b> <b>Due 11:55 PM 08/17/14</b>	
<b>**Week 1 assignments must be completed and turned in before 11:55 PM MONDAY Aug 24</b>				
<b>Week 2</b>				
Tues. Aug 25- Mon Aug 30	<b>Outlook, Intro to Technology, &amp; SAM</b>	Mobile Computer Buyer's Guide & Desktop Computer Buyer's Guide, Mobile Device Buyer's Guide	Read Introduction to Technology (IT 2-IT 36) in book.	1,2,3 a, c
			<b>**Complete Discussion Board #1 on Angel.</b>	
		<b>If you have previously had this class as 2010, please contact your instructor about your SAM code.</b>	<b>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.</b>	
			<b>Complete Outlook Training on SAM</b> <b>Complete Intro to Technology Training and Exam on SAM.</b> (SAM PATH)	
<b>**Week 2 assignments must be completed and turned in before 11:55 PM MONDAY Aug 30</b>				

**Week 3**

Tues Sept 2 – Mon Sept 7			Read and step through Office and Windows 8 section (OFF2 – OFF81)	1,2,3 a, c
	<b>Office 2013 and Windows 8</b>	Essential Concepts and Skill <b>Windows 7 tasks are given throughout the book in yellow highlight.</b>	<b>Complete Windows 8 *Office 2013 Training</b>	
			<b>Complete Windows 8 *Office 2013 Exam on SAM (SAM PATH)</b>	

**\*\*Week 3 assignments must be completed and turned in before 11:55 PM TUESDAY Sept 8**

**Week 4**

Sept 7	<b>H</b>	<b>HOLIDAY</b>		
Tues. Sept 8- Mon Sept 14	<b>WORD 1</b>	Creating, Formatting, and Editing a Word document with a Picture	Work through Word 1 steps in the <b>book</b> to create <b>Adventure Flyer</b> . (Pgs. WD 2- 53) to learn	4 a, c
			<b>Finish working through the chapter steps</b>	
			<b>**Complete Discussion Board #2</b> on Angel.	
			Complete <b>Word Chapter 1 Project on SAM.</b>	

**\*\*Week 4 assignments must be completed and turned in before 11:55 PM MONDAY Sept 14**

**Week 5**

Tues Sept 15- Mon Sept 21	<b>WORD 2</b>	Creating a Research Paper with References & Sources	Read and <b>Biometric Devices Paper (WD 66-122) from book</b>	4 a, c
			Finish working through the chapter steps	
			Complete <b>Word Chapter 2 Project on SAM.</b>	
			Finish working on chapter project	

**\*\*Week 5 assignments must be completed and turned in before 11:55 PM MONDAY Sept 21**

**Week 6**

Tues Sept 22- Mon Sept 28	<b>WORD 3</b>	Creating a Business Letter with a Letterhead and Table	Complete <b>Samaras Letterhead and Samaras Thank You Letter from book (WD 138-188)</b>	4 a, c
			Finish working through the chapter steps	
			Complete <b>Word Chapter 3 Project on SAM</b>	
			Finish working on chapter project	

**\*\*Week 6 assignments must be completed and turned in before 11:55 PM MONDAY Sept 28**



**Week 7**

Tues Sept 29 – Mon Oct. 5			Complete Word Chps 1-3 Training <b>on SAM.</b>	4 a, c
			Complete Word <b>EXAM on SAM.</b>	
	<b>POWERPOINT 1</b>	Creating and Editing a Presentation with Pictures	Complete <b>Keeping Hydrated (PPT2-55) from book</b>	
			Finish working through the chapter steps	

**\*\*Week 7 assignments must be completed and turned in before 11:55 PM MONDAY Oct. 5**

**Week 8**

Tues. Oct 6- Mon. 12			Complete <b>PowerPoint Chapter 1 Project on SAM.</b>	7 a, c
			Finish working on chapter project	
	<b>POWERPOINT 2</b>	Enhancing a Presentation with Pictures, Shapes, and Word Art	Complete <b>Emergency Plan (PPT 74-125) from book. You do not have to print</b>	
			Finish working through the chapter steps	

**\*\*Week 8 assignments must be completed and turned in before 11:55 PM MONDAY Oct. 12**

**Week 9**

Tues. Oct 13 – Mon 19		<b>SEMESTER MIDTERM (October 12, 2014)</b>	Complete <b>PowerPoint Chapter 2 Project on SAM.</b>	7 a, c
			<b>**Complete Discussion Board #3 on Angel.</b> Finish working on chapter project	
	<b>POWERPOINT 3</b>	Reusing a Presentation and Adding Media & Animation	Complete <b>Watch for Motorcycles (PPT 146-191) from book. You do not have to print</b>	
			Finish working through the chapter steps	

**\*\*Week 9 assignments must be completed and turned in before 11:55 PM MONDAY Oct. 19**

**Week 10**

Tues. Oct 20- Mon. 26			Complete <b>PowerPoint Chapter 3 Project on SAM.</b>	7 a, c
			Finish working on chapter project	
			Complete PowerPoint Chp 1-3 Training <b>on SAM</b>	
			Complete PowerPoint Chp 1-3 <b>EXAM on SAM</b>	

**\*\*Week 10 assignments must be completed and turned in before 11:55 PM MONDAY Oct. 26**



**Week 11**

Tues. Oct 27- Mon Nov 2	<b>EXCEL 1</b>	Creating a Worksheet and an Embedded Chart	Complete <b><u>Bob Gleamin Budget (EX 2 - 53) from book.</u></b>	6 a, b, c
			Finish working through the chapter steps	
			Complete <b><u>Excel Chapter 1 Project on SAM.</u></b>	
			<b>**Complete Discussion Board #4 on Angel.</b> Finish working on chapter project	

**\*\*Week 11 assignments must be completed and turned in before 11:55 PM MONDAY Nov 2**

**Week 12**

Tues. Nov 3 – Mon. 9	<b>EXCEL 2</b>	Formulas, Functions, and Formatting	Complete <b><u>HyperMass Online Storage Salary Report (EX 66-118)- from book.</u></b>	6 a, b, c
			Complete <b><u>Excel Chapter 2 Project on SAM.</u></b>	
			Complete Excel Chp 1-2 Training <b><u>on SAM</u></b>	
			Complete Excel Chp 1-2 <b><u>EXAM on SAM</u></b>	

**\*\*Week 12 assignments must be completed and turned in before 11:55 PM MONDAY Nov. 9**

**Week 13**

Tues. Nov 10 – Mon 16	<b>ACCESS 1</b>	<b>Databases and Database Objects: An Introduction</b>	Complete <b><u>Bavant Publishing AC2-63) from book BE SURE TO SAVE AT THE BEGINNING</u></b>	5 a, c
			Finish working through the chapter steps	
			<b>**Complete Discussion Board #5 on Angel.</b>	
			Finish working through the chapter steps	

**\*\*Week 13 assignments must be completed and turned in before 11:55 PM MONDAY Nov 16**

**Week 14**

Tues. Nov 17 – Tues. 24		<b>Notify instructor of the proctor date you have chosen.</b>	Complete <b><u>Access Chapter 1 Project on SAM.</u></b>	5 a, c
			Finish working on chapter project	
			Finish working on chapter project	
			Complete Access Chp 1 Training and <b><u>EXAM on SAM</u></b>	

**Thanksgiving Holidays 25<sup>th</sup> and 26<sup>th</sup>.**

**\*\*Week 14 assignments must be completed and turned in before 11:55 PM MONDAY Nov. 30**

**Week 15**

Mon Nov 30 - 3	<b>LAST WEEK OF CLASS SEMESTER ENDS</b>	Complete COMP1000 Competency Training on SAM.	1-7 a, b, c
		Complete COMP1000 Competency Training on SAM.	
		<b>COMP 1000 Final Exam on SAM. Due Dec 3<sup>rd</sup></b>	

**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                     | (5) Introduction to Database Software     |
| (2) Introduction to the Windows Environment  | (6) Introduction to Spreadsheet Software  |
| (3) Introduction to the Internet and Email   | (7) Introduction to Presentation Software |
| (4) Introduction to Word Processing Software |   |

**GENERAL EDUCATION CORE COMPETENCIES:**

- |   |   |
|---|---|
| a) The ability to utilize standard written English.     | c) The ability to read, analyzes, and interprets information. |
| b) The ability to solve practical mathematical problems |   |