



**COMP 1000 INTRODUCTION TO COMPUTER LITERACY  
COURSE SYLLABUS  
Spring Semester 2023(202314)  
On Campus Course With 50% or Less of Instruction Online**

**COURSE INFORMATION**

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

Campus/Class Location: **Georgia Virtual Technical Connection (GVTC)/Blackboard and Room 818 Medical Technology Building Vidalia Campus**

Class Meets: **Traditional as HYBRID / 15 weeks Monday and Wednesday 9:30 am– 10:25 am (60% Face-to-Face & 40% as on ONLINE)**

Course Reference Number (CRN): **40012**

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

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Karen H. Mountain

Email: [kmountain@southeasterntech.edu](mailto:kmountain@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus/Building 2, Room 2123

Office Hours: (Monday) 2:30 – 5 p.m.; (Tuesday) 9:30 a.m. – 12 p.m.; (Wednesday) 2:30 – 5 p.m.; (Thursday) 9:30 a.m. – 12 p.m.

Phone: 478-289-2220

Fax Number: 478-248-6336

**This course requires students to complete a portion of the required contact hours by attending classes on campus while completing the remaining portion online as shown on the Lesson Plan.**

**SOUTHEASTERN TECHNICAL COLLEGE'S (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 \(https://catalog.southeasterntech.edu/\)](https://catalog.southeasterntech.edu/).

**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

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

## COURSE OUTLINE

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.

## GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

4. The ability to utilize standard written English.
5. The ability to solve practical mathematical problems.
6. The ability to read, analyze, and interpret information.

## STUDENT REQUIREMENTS

Students are expected to complete all work required by the instructor. **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*. For any **approved** late work, 10 points will be deducted for each day late.

**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.**

### COVID-19 MASK REQUIREMENT

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. 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).

### 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
<b>In the past 14 days, if you:</b>
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:swaters@southeasterntech.edu), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

## **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" (Failing 0-59) 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.

## **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: [Emily Jarrell \(ejarrell@southeasterntech.edu\)](mailto:ejarrell@southeasterntech.edu), 478-289-2259, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto: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: [Emily Jarrell \(ejarrell@southeasterntech.edu\)](mailto:ejarrell@southeasterntech.edu), 478-289-2259, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto: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 the 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.

## 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.** For any approved late work, 10 points will be deducted for each day late.

## 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

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

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

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

### 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 \(STC\) 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
SAM Assignment, Textbook, and Training	0%
SAM Projects	30%
Discussion Boards and quizzes	10%
SAM Exams	30%

<b>Assessment/Assignment</b>	<b>Percentage</b>
Final Exam	30%

**GRADING SCALE**

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

**TENTATIVE—SUBJECT TO CHANGE**  
**COMP 1000 INTRODUCTION TO COMPUTER LITERACY**  
**Spring Semester 2023 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 Jan 9	<b>E-MAIL and OUTLOOK</b>	<p><b>First Day of Class:</b>            Class Introduction – Syllabus, Outline, Work Ethics, Rules and Regulations coverage</p> <p>When you click the first weblink within the Email and Outlook Module, you will have to create a cengagebrain account. <b>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.</b></p> <p><b>Jan 11: Last Day of Drop/Add</b></p>	<p><b>Orientation Assignments:</b>            Select Getting Started on the course menu in the Blackboard course to complete the required items for the <b>first day of class Requirements (OL)</b></p> <ol style="list-style-type: none"> <li>1. Orientation Assignments</li> <li>2. Pledge Acknowledgement Quiz</li> <li>3. Student Introduction</li> <li>4. COVID Quiz</li> <li>5. <b>Read the syllabus!!!</b></li> <li>6. <b>Review the Beginning Information Module &amp; Setting up your account.</b></li> </ol> <p><b>All above items due midnight 01/11/23 for attendance</b></p>	1,2,3 a, c
Week 1 Jan 10 - 16	<b>EMAIL and Outlook Intro. to Technology</b>	<p><b>Email and Outlook Introduction to Technology (Basics, Hardware, Software, Web, Types, I/O Devices, Operating, purchasing)</b></p>	<p>Complete each item in the <b>Email and Outlook</b> Module</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read Email and Outlook</li> <li><input type="checkbox"/> Complete Outlook Training (OL)</li> <li><input type="checkbox"/> Complete Outlook Exam</li> </ul> <p>Complete each item within the <b>Intro to Technology</b> Module</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read Module 3 (3.1 -3.3)</li> <li><input type="checkbox"/> Complete Trainings Links (3.1 Video, 3.1 Critical Thinking, Skills Training) (OL)</li> <li><input type="checkbox"/> Read Module 4 (4.1, 4.2, 4.4)</li> <li><input type="checkbox"/> Complete Training Links (4.1 Video, 4.4 Critical Thinking, Skills Training) (OL)</li> </ul> <p><b>Week 1 Assignments due 11:59 PM Jan 16</b></p>	



Date	Modules	Content	Assignments and Tests	Competency
Week 2 Jan 17 - 23	<b>Office 2019 and Windows 10</b>	SEE DISCUSSION BOARD RUBRICS FOR GRADING.	Click each of the items within the <b>Office 2019 and Windows 10</b> Module: <input type="checkbox"/> <b>Complete Discussion Board #1</b> (OL) <input type="checkbox"/> Read Office Versions & Windows 10 file Management <input type="checkbox"/> Complete Training Links (OL) <input type="checkbox"/> Complete Exam <input type="checkbox"/> Read Office Online and One Drive <b>Week 2 assignments due 11:59 PM Jan 23</b>	1,2,3 a, c
Week 3 Jan 24 - 30	<b>WORD Module 1</b>	<b>Creating and Modifying a Flyer</b> See Instructions in Beginning Information on how to submit projects in MIndtap/SAM. Once complete, submit each file back to the Mindtap/SAM for grading. <b>You do not have to print or email results.</b>	Click each of the items within the <b>Word 1</b> Module for the following: <input type="checkbox"/> Work through <b>Word Module 1</b> steps from the <b>e-book</b> to create the <b>Flyer</b> using <b>Mod 1 Textbook Project</b> <input type="checkbox"/> Complete <b>Word Module 1 (Training, End of Module Project)</b> (OL) <input type="checkbox"/> <b>Discussion Board #2</b> in Blackboard (OL) <b>Week 3 assignments due 11:59 PM Jan 30</b>	
Week 4 Jan 31 – Feb 6	<b>WORD Module 2</b>	Creating a Research Paper	Click each of the items within the <b>Word 2</b> Module for the following: <input type="checkbox"/> Work through <b>Word Module 2</b> steps from the e-book to create the <b>Paper</b> using <b>Mod 2 Textbook Project</b> <input type="checkbox"/> Complete <b>Word Module 2 (Training, End of Module Project)</b> (OL) <b>Week 4 assignments due 11:59 PM Feb 6</b>	4 a, c
Week 5 Feb 7 - 13	<b>WORD Module 3</b>	Creating a Business Letter	Click each of the items within the <b>Word 3</b> Module for the following: <input type="checkbox"/> Work through <b>Word Module 3</b> steps from the e-book to create the <b>Letter</b> using <b>Mod 3 Textbook Project</b> <input type="checkbox"/> Complete <b>Word Module 3 (Training, End of Module Project)</b> (OL) <input type="checkbox"/> Complete <b>Word Modules 1-3 - SAM Capstone Project Exam</b> <b>Week 5 assignments due 11:59 PM Feb 13</b>	4 a, c
Week 6 Feb 14 - 20	<b>PowerPoint Module 1</b>	Creating and Editing a Presentation with Pictures	Click each of the items within the <b>Power Point 1</b> Module for the following: <input type="checkbox"/> Work through <b>PPT Module 1</b> steps from the e-book to create the <b>Presentation</b> using <b>Mod 1 Textbook Project</b> <input type="checkbox"/> Complete <b>PPT Module 1 (Training,</b>	4 a, c

Date	Modules	Content	Assignments and Tests	Competency
			<p align="center"><b>End of Module Project) (OL)</b></p> <p><b>Week 6 assignments due 11:59 PM Feb 20</b></p>	
Week 7 Feb 21 - 27	<b>PowerPoint Module 2</b>	Enhancing Presentations with Shapes and SmartArt	Click each of the items within the <b>Power Point 2</b> Module for the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Work through PPT <b>Module 2</b> steps from the e-book to create the <b>Presentation</b> using <b>Mod 2 Textbook Project</b></li> <li><input type="checkbox"/> Complete PPT <b>Module 2 (Training, End of Module Project) (OL)</b></li> <li><input type="checkbox"/> <b>Discussion Board #3</b> in Blackboard. (OL)</li> </ul> <p><b>Week 7 assignments due 11:59 PM Feb 27</b></p>	4 a, c
Week 8 Feb 28 – Mar 6	<b>PowerPoint Module 3</b>	Inserting WordArt, Charts, and Tables <b>You will need the Data Files for this module</b>  Semester Mid-point Mar 7	Click each of the items within the <b>Power Point 3</b> Module for the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Work through PPT <b>Module 3</b> steps from the e-book to create the <b>Presentation</b> using <b>Mod 3 Textbook Project (OL)</b></li> </ul> <p><b>Week 8 assignments due 11:59 PM Mar 6</b></p>	7 a, c
Week 9 Mar 7 - 13	<b>PowerPoint Module 3</b>	Inserting WordArt, Charts, and Tables <b>You will need the Data Files for this module</b>	Click each of the items within the <b>Power Point 3</b> Module for the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete PPT <b>Module 3 (Training, End of Module Project) (OL)</b></li> <li><input type="checkbox"/> Complete PPT <b>Modules 1-3 - SAM Capstone Project Exam</b></li> </ul> <p><b>Week 9 assignments due 11:59 PM Mar 13</b></p>	7 a, c
Week 10 Mar 14 - 20	<b>EXCEL Module 1</b>	Creating a Worksheet and Chart	Click each of the items within the <b>Excel 1</b> Module for the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Work through Excel <b>Module 1</b> steps from the e-book to create the <b>Worksheet</b> using <b>Mod 1 Textbook Project</b></li> <li><input type="checkbox"/> Complete Excel <b>Module 1 (Training, End of Module Project) (OL)</b></li> <li><input type="checkbox"/> Complete <b>Discussion Board #4</b> in Blackboard. (OL)</li> </ul> <p><b>Week 10 assignments due 11:59 PM Mar 20</b></p>	7 a, c

Date	Modules	Content	Assignments and Tests	Competency
Week 11 Mar 21 - 27	<b>EXCEL Module 2</b>	Formulas, Functions, and Formatting	Click each of the items within the <b>Excel 2</b> Module for the following: <input type="checkbox"/> Work through Excel <b>Module 2</b> steps from the e-book to create the <b>Worksheet</b> using <b>Mod 2 Textbook Project</b> <input type="checkbox"/> Complete Excel <b>Module 2 (Training)OL</b> <b>Week 11 due 11:59 PM Mar 31</b>	6 a, b, c
Week 12 Mar 28 – Apr 10		Includes Spring Break Week Apr 3 - 6	Click each of the items within the <b>Excel 3</b> Module for the following: <input type="checkbox"/> Complete Excel <b>Module 2 (End of Module Project) OL</b> <input type="checkbox"/> Complete <b>EXCEL Module Capstone Exam</b> <b>Week 12 due 11:59 PM Apr 10</b>	6 a, b, c
Week 13 Apr 11 - 17	<b>ACCESS Module 1</b>	<b>Databases and Database Objects: An Introduction</b>	Click each of the items within the Module for the following: <input type="checkbox"/> <b>Complete Course Evaluation in BannerWEB (OL)</b> <input type="checkbox"/> Work through Access <b>Module 1</b> steps from the e-book to create the <b>Database</b> using <b>Mod 1 Textbook Project</b> <input type="checkbox"/> Complete Access <b>Module 1 (Training) (OL)</b> <b>Week 13 due 11:59 PM Apr 17</b>	6 a, b, c
Week 14 Apr 18 - 24			Click each of the items within the Module for the following: <ul style="list-style-type: none"> <li>• Complete Access <b>Module 1 (End of Module Project) (OL)</b></li> <li>• Complete <b>Access Module 1 SAM Project Exam</b></li> <li>• Complete <b>Discussion Board 5 (OL)</b></li> </ul> <b>Week 14 due 11:59 PM Apr 24</b>	5 a, c
Week 15 Apr 25 – May 4		<b>Last week to complete work</b>	Complete Practice Final to study. Take numerous times. Not graded.  <b>Complete the Final Exam</b>	1-7 a, 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.