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

Semester: Spring 2016 FY-201614
Course Title: Introduction to Microcomputers
Course Number: COMP 1000
Credit Hours/ Minutes: 3 / 3750
Class Location: Vidalia Med Tech Building Rm 836
Class Meets: Traditional as HYBRID / 15 wks
Monday and Wednesday 1pm - 2:15 pm 60%
& 40% as HYBRID on ONLINE
CRN: 40039
Preferred method of contact: STC Owl Mail

Instructor: Ms. Cathy Robinson
Email Address: crobinson@southeasterntech.edu
Phone: 912-538-6032
Tutoring Hours: Made by appt with instructor
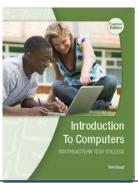**Full-Time Instructor/Advisor:** Ms. Stephanie Moye
Office Phone: 912-538-3161
Office Hours: 2:00 – 4:30 Monday – Thursday
Office Location: Gillis Bldg Room 813
Email: smoye@southeasterntech.edu

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.
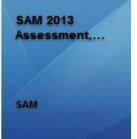
REQUIRED TEXT:

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

REQUIRED SUPPLIES & SOFTWARE: one USB Flash Drive, Windows 7 or Windows 8 Operating System, Internet connection with browser as Mozilla Firefox 2 **(recommended)** or Google Chrome. **Office 2013 (Word, PowerPoint, Excel, and Access)** IDS can be used for Office 2013; however, recommend you purchase a 180 day (6 month) full evaluation version from the STC Bookstore for $35 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 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 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

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

STUDENT REQUIREMENTS (Online): 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. **Assignments will be saved via the Remote Lab Information Delivery System (CITRIX – IDS), Blackboard, and SAM**.

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 Brantle*y, 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 accessed 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: 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.**

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

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, a 5 point deduction will be taken on the next assignment*

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 Project.*

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

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.

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 **SPRING** semester, that day will be January 13, 2016.) **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

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

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 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 at www.southeasterntech.edu.

GRADING POLICY		GRADING SCALE	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.*
Exams	30%	A: 90-100	
SAM Projects	30%	B: 80-89	
Discussion Boards	10%	C: 70-79	
Unannounced Quizzes	5%	D: 60-69	
Final Exam	25%	F: 0-59	
Total	100%		

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 Topics **Grading Rubric**					
Criteria Weight	**Exceptional** **100**	**Proficient** **90**	**Satisfactory** **70**	**Poor** **50**	**Unacceptable** **0**
Grammar/ Spelling **25%**	• No grammatical or spelling errors **(25 points)**	• Grammatical and spelling errors are few and cause no comprehension problems. **(22.5 points)**	• Grammatical and spelling errors cause the reader to reread many parts of the post. **(17.5 points)**	• Grammatical and spelling errors are frequent making posts confusing to read and comprehend. **(12.5 points)**	• Grammatical and spelling errors are so numerous that the post is hard or impossible to comprehend.
Posts & Word Count **25%**	• 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)**	• 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)**	• 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)**	• 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)**	• Publishes no posts or replies
Critical Thinking NO COPYING AND PASTING FROM WEBSITES. **If any information comes from a website it must be cited as a resource.** **25%**	• Content provides a thorough frame of reference for comprehending the solution; • an original solution is provided. • Numerous Resources listed **(25 points)**	• Content provides appropriate factual data but is not original or complete to solve problem or topic. • Resources listed **(22.5 points)**	• Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution. • Few resources listed **(17.5 points)**	• Content is not a realistic solution to the problem or topic. • One resource listed **(12.5 points)**	• Content fails to offer a conscientious solution to selected problem or topic. • No resource listed
Explanation **25%**	• All Steps are covered. • Questions are answered correctly. **(25 points)**	• Most Steps are covered and answered correctly. **(22.5 points)**	• Most steps are covered but not answered correctly. **(17.5 points)**	• Less than half of the steps are covered and answered correctly. **(12.5 points)**	• Less than half of the steps are covered and not answered correctly.

		COMP 1000 - Introduction to Microcomputers Spring Semester 2016 FY201614 Lesson Plan ***TENTATIVE – SUBJECT TO CHANGE		
Date	**Chapter / Lesson**	**Content**	**Assignments/Tests**	***Competency Area**
		Week 1		
Monday Jan 11- Mon Jan 18		**First Day of Class**: Class Introduction – Syllabus, Outline, Work Ethics, Rules & Regulations coverage	-Familiarize yourself with **BLACKBOARD class (COMP 1000). See STC Website – MySTC**	3 a, c
		SEE DISCUSSION BOARD RUBRICS FOR GRADING.	**Login to the course on BLACKBOARD.** Complete each item of the START HERE located under Lesson Tab, Week 1 on Blackboard	
	E-MAIL	**Managing E-Mail Messages with STC OWL MAIL**	-Familiarize yourself with **Using Student Email Account (Owl Mail) from STC Website – Current Students**	
			Send email to instructor with an attachment for First Day Attendance. Due midnight 01/11/16	
		**Week 1 assignments must be completed and turned in <u>before midnight</u> MONDAY Jan 18		
		Week 2		
H		**HOLIDAY**		
Tues. Jan 19-Mon Jan 25	**Outlook, Intro to Technology, & SAM**	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
			**Complete Discussion Board #1 on Blackboard.	
			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.	
			Complete Outlook Training on SAM **Complete Intro to Technology Training and Exam on SAM.** (SAM PATH)	
		**Week 2 assignments must be completed and turned in <u>before midnight</u> MONDAY Jan 25		

Week 3				
Tues. Jan 26 – Mon. Feb 1			Read and step through Office and Windows 8 section (OFF2 – OFF81)	1,2,3 a, c
	Office 2013 and Windows 8	Essential Concepts and Skill	**Complete Windows 8 *Office 2013 Training**	
		Windows 7 tasks are given throughout the book in yellow highlight.		
			Complete Windows 8 *Office 2013 Exam on SAM (SAM PATH)	
**Week 3 assignments must be completed and turned in <u>before midnight</u> MONDAY Feb 1				
Week 4				
Tues. Feb 2- Mon. Feb 8	**WORD 1**	Creating, Formatting, and Editing a Word document with a Picture	Work through Word Chapter 1 steps in the **book** to create **Adventure Flyer**. (Pgs. WD 2- 53) to learn	4 a, c
			Finish working through the chapter steps	
			**Complete Discussion Board #2 on Blackboard.	
			Complete **Word Chapter 1 Project on SAM.**	
**Week 4 assignments must be completed and turned in <u>before midnight</u> MONDAY Feb 8				
Week 5				
Tues. Feb 9- Mon. Feb 15	**WORD 2**	Creating a Research Paper with References & Sources	Read and **Biometric Devices Paper (WD 66-122) from book**	4 a, c
			Finish working through the chapter steps	
			Complete **Word Chapter 2 Project on SAM.**	
			Finish working on chapter project	
**Week 5 assignments must be completed and turned in <u>before midnight</u> MONDAY Feb 15				
Week 6				
Tues. Feb 16- Mon. Feb 22	**WORD 3**	Creating a Business Letter with a Letterhead and Table	Complete **Samaras Letterhead and Samaras Thank You Letter from book (WD 138-188)**	4 a, c
			Finish working through the chapter steps	
			Complete **Word Chapter 3 Project on SAM**	
			Finish working on chapter project	
**Week 6 assignments must be completed and turned in <u>before midnight</u> MONDAY Feb 22				

			Week 7	
Tues. Feb 23 – Mon. Feb 29			**Complete Word Chaps 1-3 Training <mark>on SAM.</mark>**	4 a, c
			Complete Word <mark>EXAM on SAM (Sam Path).</mark>	
	POWERPOINT 1	Creating and Editing a Presentation with Pictures	Complete **Keeping Hydrated (PPT2-55) from book**	
			Finish working through the chapter steps	
**Week 7 assignments must be completed and turned in <u>before midnight</u> MONDAY Feb 29				
			Week 8	
Tues. Mar 1 Mon. Mar 7			Complete **PowerPoint Chapter 1 Project on SAM.**	7 a, c
			Finish working on chapter project	
	POWERPOINT 2	Enhancing a Presentation with Pictures, Shapes, and Word Art	Complete **Emergency Plan (PPT 74-125) from book. You do not have to print**	
			Finish working through the chapter steps	
**Week 8 assignments must be completed and turned in <u>before midnight</u> MONDAY Mar 7				
			Week 9	
Tues. Mar 8– Mon. Mar 14			Complete **PowerPoint Chapter 2 Project on SAM.**	7 a, c
			**Complete Discussion Board #3 on Blackboard.	
			Finish working on chapter project	
	POWERPOINT 3	Reusing a Presentation and Adding Media & Animation	Complete **Watch for Motorcycles (PPT 146-191) from book. You do not have to print**	
			Finish working through the chapter steps	
**Week 9 assignments must be completed and turned in <u>before midnight</u> MONDAY Mar 14				
			Week 10	
Tues. Mar 15 Mon. Mar 21		**SEMESTER MIDTERM (March 21, 2016)**	Complete **PowerPoint Chapter 3 Project on SAM. See Grading Rubric.**	7 a, c
			Finish working on chapter project	
			Complete PowerPoint Chaps 1-3 Training <mark>on SAM</mark>	
			Complete PowerPoint Chaps 1-3 <mark>EXAM on SAM</mark>	
**Week 10 assignments must be completed and turned in <u>before midnight</u> MONDAY Mar 21				

Week 11				
Tues. Mar 22 Mon **April 4**	**EXCEL 1**	Creating a Worksheet and an Embedded Chart	Complete **Bob Gleamin Budget (EX 2 - 53) from book.**	6 a, b, c
			Finish working through the chapter steps	
			Complete **Excel Chapter 1 Project on SAM.**	
			**Complete Discussion Board #4 on Blackboard. Finish working on chapter project	
SPRING BREAK MARCH 28 – APRIL 1				
**Week 11 assignments must be completed and turned in <u>before midnight</u> MONDAY Apr 4				
Week 12				
Mon. Apr 4– Tues. Apr 11	**EXCEL 2**	Formulas, Functions, and Formatting	Complete **HyperMass Online Storage Salary Report (EX 66-118)- from book.**	6 a, b, c
			Complete **Excel Chapter 2 Project <u>on SAM.</u>**	
			Complete Excel Chaps 1-2 Training on SAM	
			Complete Excel Chaps 1-2 EXAM on SAM (Sam Path)	
**Week 12 assignments must be completed and turned in <u>before midnight</u> MONDAY Apr 11				
Week 13				
Tues. Apr 12 – Mon Apr 18	**ACCESS 1**	**Databases and Database Objects: An Introduction**	Complete **Bavant Publishing AC2-63) from book BE SURE TO SAVE AT THE BEGINNING**	5 a, c
			Finish working through the chapter steps	
			**Complete Discussion Board #5 on Blackboard.	
			Finish working through the chapter steps	
**Week 13 assignments must be completed and turned in <u>before midnight</u> MONDAY Apr 18				
Week 14				
Tues. Apr 19 – Apr 25		Notify instructor of the proctor date you have chosen.	Complete **Access Chapter 1 Project <u>on SAM.</u>**	5 a, c
			Finish working on chapter project	
			Finish working on chapter project	
			Complete Access Chaps 1 Training and EXAM on SAM (Sam Path)	
**Week 14 assignments must be completed and turned in before midnight MONDAY Apr 25				

Week 15				
Mon Apr 26 – May 2		**LAST WEEK OF CLASS SEMESTER ENDS**	**Complete COMP1000 Competency Training on SAM.**	1-7 a, b, c
			Complete COMP1000 Competency Training on SAM.	
			COMP 1000 Final Exam on SAM. **Due Apr 28th or May 2nd**	

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

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

GENERAL EDUCATION CORE COMPETENCIES:
a) The ability to utilize standard written English.
b) The ability to solve practical mathematical problems
c) The ability to read, analyzes, and interprets information.