



## COMP 1000 INTRODUCTION TO COMPUTER LITERACY

### \*TENTATIVE HYBRID COURSE SYLLABUS

Spring Semester 2021 (FY202114)

#### COURSE INFORMATION

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

Campus/Class Location: **Georgia Virtual Technical Connection (GVTC)/Blackboard and Building 2, Room 2122, Swainsboro Campus**

Class Meets: **Traditional as HYBRID / 15 weeks Tuesday and Thursday 10:45 a.m.– 11:50 a.m. (60% Face-to-Face & 40% as on ONLINE)**

Course Reference Number (CRN): **40092**

Preferred Method of Contact: [kmountain@southeasterntech.edu](mailto:kmountain@southeasterntech.edu)

#### 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 – 6 p.m.; (Tuesday) 2:30 – 6 p.m.; (Wednesday) 2:30 – 5 p.m.; (Thursday) 10:15 a.m. – 10:45 a.m.

Phone: **478-289-2220**

Fax Number: **478-248-6336**

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

#### 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/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](mailto:stcbookstore@southeasterntech.edu) ([stcbookstore@southeasterntech.edu](mailto:stcbookstore@southeasterntech.edu)), 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 AND SOFTWARE

Use **Southeastern Technical College computers or a computer with XP, VISTA, Win 7, 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/COURSE OUTLINE

Topics include introductions to computer and digital terminology and usage, operating systems, Internet and digital communication, word processing applications, spreadsheet applications, database applications, and presentation applications.

## PREREQUISITE(S)

None

## GENERAL EDUCATION CORE COMPETENCIES

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 (HYBRID)

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 at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

### **DISCUSSION BOARD TOPICS**

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

### **EMAILS**

Preferred method of communication should be through college student email (Office 365). Make sure that you always type your name and class in the subject line of every email you send me so I know which class you are in. For example: **COMP1000 Mountain**

Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of our Blackboard course.

### **CHECKING GRADES**

A grade book is made available in the BLACKBOARD course on the main page by clicking the MY GRADE 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 semester. **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

### **COVID-19 MASK REQUIREMENT**

Masks or face coverings must be worn at all times while on the campus 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.

<b>COVID-19 Key Symptoms</b>
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
<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, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

### **HYBRID ATTENDANCE**

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and 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:** [Macy Gay mgay@southeasterntech.edu](mailto:Macy Gay mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen Thomas 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:** [Macy Gay mgay@southeasterntech.edu](mailto:Macy.Gay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen.Thomas@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" 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" being assigned.

**Remember** - 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.**

## **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College 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 Southeastern Technical College Catalog and Student Handbook.

## **PROCEDURE FOR ACADEMIC MISCONDUCT**

The procedure for dealing with academic misconduct and dishonesty is as follows:

### **1. First Offense**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

### **2. Second Offense**

Student is given a grade of "WF" (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:

<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, hthomas@southeasterntech.edu">Helen Thomas, 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, ljonas@southeasterntech.edu">Lanie Jonas, 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's 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 and Textbook Project	20%
Projects	30%
Unannounced quizzes	10%
Exams	20%
Final Exam	20%

**GRADING SCALE**

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

**Grade of C or below results in student repeating the class**

## DISCLAIMER STATEMENTS

Instructor reserves the right to change the syllabus and/or lesson plan as necessary. The official copy of the syllabus is located inside the student's online course shell. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.

### Discussion Board Grading Rubrics:

# 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.

## COMP1000 INTRODUCTION TO COMPUTER LITERACY

### SPRING SEMESTER 2021 LESSON PLAN FY202114 TENTATIVE – SUBJECT TO CHANGE

**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, OL = Online Assignment

Date	Modules	Content	Assignments and Tests	Competency
<p><b>Day 1</b> Jan 11</p>	<p><b>E-MAIL and OUTLOOK</b></p>	<p><b>First Day of Class:</b> Class Introduction – Syllabus, Outline, Work Ethics, Rules and Regulations coverage</p> <p><b>REQUIRED FOR THE COURSE EMAIL</b></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>Familiarize yourself with BLACKBOARD class (COMP 1000). See STC Website – MySTC</b></p> <p><b>Login to BLACKBOARD. (ALL WORK WILL BE DONE WITHIN BLACKBOARD)</b></p> <p>Getting Started – Start Here Items:</p> <ul style="list-style-type: none"> <li>• Read all items</li> <li>• Complete STC Pledge Acknowledgement, Student Introduction</li> <li>• <b>Complete the Beginning Information Module</b></li> <li>• Send an email with an attachment to the instructor for First Day Attendance</li> <li>• Start Email and Outlook Module</li> </ul> <p><b>All above items due midnight 01/13/20 for attendance</b></p>	<p>3 a, c</p>
<p><b>Week 1</b> Jan 12 - 18</p>	<p><b>EMAIL and Outlook Intro. to Technology</b></p>	<p>Email and Outlook Introduction to Technology (Basics, Hardware, Software, Web, Types, I/O Devices, Operating, purchasing)</p>	<ul style="list-style-type: none"> <li>• Complete <b>Email and Outlook Module (OL)</b></li> <li>• Complete each of the items within the <b>Intro to Technology Module (OL)</b></li> </ul> <p><b>Week 1 Assignments due 11:55 P.M. Jan 18</b></p>	<p>1,2,3 a, c</p>
<p><b>Week 2</b> Jan 19 – 25</p>	<p><b>Jan 18 (Holiday)</b> <b>Office 2019 and Windows 10</b></p>	<p>SEE DISCUSSION BOARD RUBRICS FOR GRADING.</p> <p><b>Create a COMP1000 folder for each module in OneDrive. All items should be saved to your Office 365 OneDrive COMP1000 Folder.</b> Once complete, submit each file back to the Mindtap/SAM for grading. You do not have to print or email results. <b>Make sure you share your One Drive COMP1000 with your instructor.</b></p>	<p>Click each of the items within the Module:</p> <ul style="list-style-type: none"> <li>• <b>Discussion Board #1 (OL)</b></li> <li>• Complete <b>Office 2019 and Windows 10 module</b></li> </ul> <p><b>Week 2 assignments due 11:55 p.m. Jan 25</b></p>	<p>1,2,3 a, c</p>

Date	Modules	Content	Assignments and Tests	Competency
<b>Week 3</b> Jan 26 – Feb 1	<b>WORD Module 1</b>	<b>Creating and Modifying a Flyer</b> See Instructions in Blackboard – Beginning Information on how to submit projects in MIndtap/SAM.	Click each of the items within the Module for the following: <ul style="list-style-type: none"> <li>• 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></li> <li>• Complete <b>Word Module 1 (Textbook Project &amp; End of Module Project) (OL)</b></li> <li>• <b>Discussion Board #2</b> in Blackboard. <b>(OL)</b></li> </ul> <b>Week 3 assignments due 11:55 p.m. Feb 1</b>	4 a, c
<b>Week 4</b> Feb 2 - 8	<b>WORD Module 2</b>	Creating a Research Paper	Click each of the items within the Module for the following: <ul style="list-style-type: none"> <li>• 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></li> <li>• Complete <b>Word Module 2 (Textbook Project &amp; End of Module Project) (OL)</b></li> </ul> <b>Week 4 assignments due 11:55 p.m. Feb 8</b>	4 a, c
<b>Week 5</b> Feb 9 - 15	<b>WORD Module 3</b>	Creating a Business Letter	Click each of the items within the Module for the following: <ul style="list-style-type: none"> <li>• 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></li> <li>• Complete <b>Word Module 3 (Textbook Project &amp; End of Module Project) (OL)</b></li> <li>• Complete <b>Word Modules 1-3 - SAM Capstone Project Exam</b></li> </ul> <b>Week 5 assignments due 11:55 p.m. Feb 15</b>	4 a, c
<b>Week 6</b> Feb 16 - 22	<b>PowerPoint Module 1</b>	Creating and Editing a Presentation with Pictures	Click each of the items within the Module for the following: <ul style="list-style-type: none"> <li>• 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></li> <li>• Complete <b>PPT Module 1 (Textbook Project &amp; End of</b></li> </ul>	4 a, c

Date	Modules	Content	Assignments and Tests	Competency
			<p align="center"><b>Module Project) (OL)</b></p> <p><b>Week 6 assignments due 11:55 p.m. Feb 22</b></p>	
<p><b>Week 7</b> Feb 22 – Mar 1</p>	<p><b>PowerPoint Module 2</b></p>	<p>Enhancing Presentations with Shapes and SmartArt</p>	<p>Click each of the items within the Module for the following:</p> <ul style="list-style-type: none"> <li>• 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>• Complete PPT <b>Module 2 (Textbook Project &amp; End of Module Project) (OL)</b></li> <li>• <b>Discussion Board #3</b> in Blackboard. <b>(OL)</b></li> </ul> <p><b>Week 7 assignments due 11:55 p.m. Mar 1</b></p>	<p align="center">7 a, c</p>
<p><b>Week 8</b> Mar 2 - 8</p>	<p><b>PowerPoint Module 3</b></p>	<p>Inserting WordArt, Charts, and Tables</p> <p><b>You will need the Data Files for this module</b></p> <p align="center"><i><b>Staff Development Day March 4— (Virtual)</b></i></p>	<p>Click each of the items within the Module for the following:</p> <ul style="list-style-type: none"> <li>• Work through PPT <b>Module 3</b> steps from the e-book to create the <b>Presentation</b> using <b>Mod 3 Textbook Project</b></li> <li>• Complete PPT <b>Module 3 (Textbook Project &amp; End of Module Project) (OL)</b></li> <li>• Complete PPT <b>Modules 1-3 - SAM Capstone Project Exam</b></li> </ul> <p><b>Week 8 assignments due 11:55 p.m. Mar 8</b></p>	<p align="center">7 a, c</p>
<p><b>Week 9</b> Mar 9 - 15</p>	<p><b>EXCEL Module 1</b></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"> <li>• 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>• Complete Excel <b>Module 1 (Textbook Project &amp; End of Module Project) (OL)</b></li> <li>• Complete <b>Discussion Board #4</b> in Blackboard. <b>(OL)</b></li> </ul> <p><b>Week 9 assignments due 11:55 p.m. Mar 15</b></p>	<p align="center">6 a, b, c</p>

Date	Modules	Content	Assignments and Tests	Competency
<b>Week 10</b> Mar 16 - 22	<b>EXCEL Module 2</b>	Formulas, Functions, and Formatting	Click each of the items within the Module for the following: <ul style="list-style-type: none"> <li>Work through Excel <b>Module 2</b> steps from the e-book to create the <b>Worksheet</b> using <b>Mod 1 Textbook Project</b></li> <li>Complete Excel <b>Module 2 (Textbook Project) (OL)</b></li> </ul> <b>Week 10 assignments due 11:55 p.m. Mar 22</b>	6 a, b, c
<b>Week 11</b> Mar 23 - 29			Click each of the items within the Module for the following: <ul style="list-style-type: none"> <li>Complete Excel <b>Module 2 (End of Module Project) (OL)</b></li> <li>Complete <b>EX Capstone Exam</b></li> </ul> <b>Week 11 assignments due 11:55 p.m. March 29</b>	6 a, b, c
<b>Week 12</b> Mar 30 – Apr 4	<b>ACCESS Module 1</b>	<b>Databases and Database Objects: An Introduction</b>	Click each of the items within the Module for the following: <ul style="list-style-type: none"> <li>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></li> <li>Complete Access <b>Module 1 (Textbook Project) (OL)</b></li> </ul> Complete <b>Discussion Board #5</b> in Blackboard. <b>(OL)</b> <b>Week 12 assignments due 11:55 p.m. Apr 4</b>	5 a, c
	<b>H</b>	<b>Spring Break April 5 and 6</b>		
<b>Week 13</b> Apr 7 - 19		<b>Notify instructor of the proctor date you have chosen for the COMP1000 Proctored Final Exam.</b>	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 13 assignments due 11:55 p.m. Apr 19</b>	5 a, c
<b>Week 14</b> Apr 20 - 26		<b>LAST WEEK OF CLASS SEMESTER ENDS</b>	Complete Practice Final to study. Take numerous times. Not graded. <b>(OL)</b>	1-7 a, b, c

Date	Modules	Content	Assignments and Tests	Competency
Week 15 Apr 26 - 29		Final Exam	<b>Competency Final Exam. Due April 26 in class. Password Protected and timed.</b>	

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

**Competency Areas:**

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

**General Core Educational Competencies**

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