



COMP 1000 INTRODUCTION TO COMPUTER LITERACY

COURSE SYLLABUS

Hybrid

Spring Semester 2019 (FY 201914)

*TENTATIVE – SUBJECT TO CHANGE

COURSE INFORMATION

Credit Hours/Minutes: **3/3250**

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

Class Meets: **Traditional as HYBRID / 15 weeks Tuesday and Thursday 8:15 a.m. – 9:20 a.m. (60% Face-to-Face & 40% as on ONLINE)**

Course Reference Number (CRN): **40253**

Preferred Method of Contact: kmountain@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: **Karen H. Mountain**

Email: [Karen Mountain \(kmountain@southeasterntech.edu\)](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: 12:45 – 1:15 p.m.

Phone: **478-289-2220**

Fax Number: **912-248-6336**

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 (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

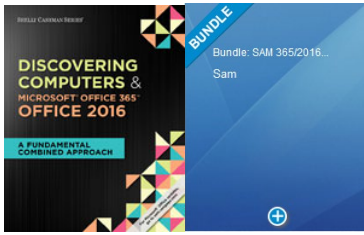
REQUIRED TEXT

For cheaper books, student can purchase a 1 semester, 1 year or 2 year access key cost for all Cengage books and products from the STC Bookstore 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.

Shelly Cashman Series® Discovering Computers & Microsoft® Office 365 & Office 2016 A Fundamental Combined Approach, Loose-leaf Version, 1st Edition, **ISBN10:1-337-25165-8, ISBN13:978-1-337-25165-5, AUTHORS:Campbell/Freund/Frydenberg/Last/Pratt/Sebok/Vermaat - ©2017, BOOK, SAM KEYCODE BUNDLED TOGETHER: ISBN #978-1-337-21753-8**

Also: Course Technology SAM 365/2016 Assessment , Training, & Projects 1st Edition Printed Access Card, Cengage Learning, ISBN-13: 978-1-337-11392-2, SAM ACCESS KEYCODES HAVE TO BE BRAND NEW, USED KEY'S

WILL NOT WORK FOR SAM. You can purchase from the Southeastern Technical College bookstore (stcbookstore@southeasterntech.edu) or 912-538-3129.



REQUIRED SUPPLIES & 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 2016, 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 the SAM application. Students are required to have book on the first day of class. Students can use e-books if they prefer.**

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 student 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 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 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. **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

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, 478-289-2274, Building 1, Room 1208

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

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, 478-289-2274, Building 1, Room 1208

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

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

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

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

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 that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

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

1. First Offense

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

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or

designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 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).

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

| | |
|--|---|
| American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer | Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer |
| Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu | Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu |

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 |
|-----------------------|------------|
| SAM Exams | 30% |
| SAM Projects | 30% |
| Discussion Boards | 10% |
| Unannounced Quizzes | 5% |
| Final Exam | 25% |

GRADING SCALE

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

Grade of D 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 or will be given to them during face-to-face 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 Grading Rubrics

| Criteria Weight | Exceptional 100 | Proficient 90 | Satisfactory 70 | Poor 50 | Unacceptable 0 |
|---|---|--|---|---|---|
| Grammar/ Spelling 25% | <ul style="list-style-type: none"> No grammatical or spelling errors (25 points) | <ul style="list-style-type: none"> Grammatical and spelling errors are few and cause no comprehension problems. (22.5 points) | <ul style="list-style-type: none"> Grammatical and spelling errors cause the reader to reread many parts of the post. (17.5 points) | <ul style="list-style-type: none"> Grammatical and spelling errors are frequent making posts confusing to read and comprehend. (12.5 points) | <ul style="list-style-type: none"> Grammatical and spelling errors are so numerous that the post is hard or impossible to comprehend. (0 points) |
| Posts & Word Count 25% | <ul style="list-style-type: none"> 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) | <ul style="list-style-type: none"> 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) | <ul style="list-style-type: none"> 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) | <ul style="list-style-type: none"> 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) | <ul style="list-style-type: none"> Publishes no posts or replies (0 points) |
| Critical Thinking NO COPYING AND PASTING FROM WEBSITES. If any information comes from a website, it must be cited as a resource. 25% | <ul style="list-style-type: none"> Content provides a thorough frame of reference for comprehending the solution; An original solution is provided. Numerous Resources listed (25 points) | <ul style="list-style-type: none"> Content provides appropriate factual data but is not original or complete to solve problem or topic. Resources listed (22.5 points) | <ul style="list-style-type: none"> Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution. Few resources listed (17.5 points) | <ul style="list-style-type: none"> Content is not a realistic solution to the problem or topic. One resource listed (12.5 points) | <ul style="list-style-type: none"> Content fails to offer a conscientious solution to selected problem or topic. No resource listed (0 points) |
| Explanation 25% | <ul style="list-style-type: none"> All Steps are covered. Questions are answered correctly. (25 points) | <ul style="list-style-type: none"> Most Steps are covered and answered correctly. (22.5 points) | <ul style="list-style-type: none"> Most steps are covered but not answered correctly. (17.5 points) | <ul style="list-style-type: none"> Less than half of the steps are covered and answered correctly. (12.5 points) | <ul style="list-style-type: none"> Less than half of the steps are covered and not answered correctly. (0 points) |

COMP1000 INTRODUCTION TO COMPUTER LITERACY

SPRING SEMESTER 2019 LESSON PLAN FY201914 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

| Date | Modules | Content | Assignments and Tests | Competency |
|----------------------|--------------------------------------|--|---|---------------|
| First Day, Jan 7 | E-MAIL | <p>First Day of Class: Class Introduction – Syllabus, Outline, Work Ethics, Rules & Regulations coverage</p> <p>REQUIRED FOR THE COURSE Managing E-Mail Messages with STC Office 365 MAIL</p> <p>You will have to create a cengagebrain account and add your Bundled ISBN# for your Book and SAM. Use your school email address and PIN 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 SAM assignments.</p> | <p>Familiarize yourself with BLACKBOARD class (COMP 1000). See STC Website – MySTC</p> <p>Login to BLACKBOARD</p> <p>Getting Started – Start Here Items:</p> <ul style="list-style-type: none"> • Read all items • Complete STC Pledge Acknowledgement, Student Introduction • Join the COMP1000 course section in SAM. • Familiarize yourself with Using Student Email Account (STC Office 365 Mail) from mySTC. • Send email to instructor with an attachment for First Day Attendance. <p>All above items due midnight 01/07/19</p> | 3 a, c |
| Week 1 Jan 8 - 14 | Intro. Today's Techn. Outlook | <p>Module 1: Computers, Devices, and the Web</p> <p>SEE DISCUSSION BOARD RUBRICS FOR GRADING.</p> <p>You must complete the training in order for the Exam to display.</p> <p>You will read and step through all red steps of the book to learn materials. You will then complete Training & Training Exams, create a Project and Project Exams in SAM.</p> | <p>Read Module 1 in book.</p> <p>Complete Discussion Board #1 in Blackboard. (online assignment)</p> <p>Complete Outlook Training & Exam in SAM (online assignment)_(online assignment)</p> <p>Complete Intro to Technology Training and Exam in SAM. (SAM PATH)</p> <p>Week 1 assignments due before midnight Monday Jan 14</p> | 1,2,3 a, c |

| Date | Modules | Content | Assignments and Tests | Competency |
|-----------------------------|---|---|--|------------|
| Week 2 Jan 15 - 21 | Office 2016 and Windows 10 HOLIDAY Jan 21 | Essential Concepts and Skill Start working thru Word Module book work. For the purpose of this course – Chapters are called MODULES. To SAVE all your Chapter/Module book work, you will submit them to SAM. You can also save to your One Drive from the Office365 portal. | Read and step through Office and Windows 8 section (OFF2 – OFF75) Complete Office 2016 & Windows 10 Training Complete Office 2016 & Windows 10 Exam on SAM (SAM PATH) Create a COMP1000 folder on your OneDrive. See Page OFF26-36. Week 2 assignments due before midnight Monday Jan 21 | 4 a, c |
| Week 3 Jan 22 - 28 | WORD Module 1 | Creating, Formatting, and Editing a Word Document with a Picture All SAM items should be saved to your Office 365 OneDrive COMP1000 Folder. Once complete, submit each file back to the SAM for grading. You do not have to print or email results. Make sure you share your One Drive COMP1000 with your instructor. See Instructions in Blackboard on how to submit projects in SAM. | Work through Word Module 1 steps in the book to create Surf Flyer . (Pgs. WD 2- 47) to learn using WD Mod 1 Project Textbook in SAM Complete Discussion Board #2 on Blackboard. Complete WD Mod 1 Project on SAM. Week 3 assignments due before midnight Monday Jan 28 | 4 a, c |
| Week 4 Jan 29 – Feb 4 | WORD Module 2 | Creating a Research Paper with References & Sources | Work through Word Module 2 steps in the book to create Headphones and Earbuds Paper (WD 58-111) using WD Mod 2 Project Textbook in SAM Complete WD Mod 2 Project on SAM. Week 4 assignments due before midnight Monday Feb 4 | 4 a, c |
| Week 5 Feb 5 - 11 | WORD Module 3 | Creating a Business Letter with a Letterhead and Table Save the envelopes by Adding it to the Document. See Page 173. | Work through Word Module 3 steps in the book to create Apple Park Letterhead, Lee Vendor Letter (WD 122-173) using WD Mod 3 Project Textbook in SAM Complete WD Mod 3 Project on SAM Week 5 assignments due before midnight Feb 11 | 4 a, c |

| Date | Modules | Content | Assignments and Tests | Competency |
|-----------------------------|---|---|---|-------------------|
| Week 6 Feb 12 - 18 | WORD Module 3 PPT Module 1 | Creating a Business Letter with a Letterhead and Table Creating and Editing a Presentation with Pictures | Complete WD Mod 1, 2, and 3 Trainings on SAM. Complete WD Mod 1-3 Project EXAM on SAM Work through PPT Module 1 steps in the book to create Tall Oaks (PPT 2-48) using PPT Mod 1 Project Textbook in SAM Week 6 assignments due before midnight Monday Feb 18 | 4 a, c |
| Week 7 Feb 19 - 25 | PPT Module 2 | Enhancing a Presentation with Pictures, Shapes, and Word Art | Complete PPT Mod 1 Project on SAM. Work through PPT Module 2 steps in the book to create Basketball Camp (PPT 58-103) using PPT Mod 2 Project Textbook in SAM. You do not have to print Week 7 assignments due before midnight Monday Feb 25 | 7 a, c |
| Week 8 Feb 26 – Mar 4 | PPT Module 3 | Semester Midterm point Oct 8 Reusing a Presentation and Adding Media & Animation You will need the Data Files for this module | Complete PPT Mod 2 Project on SAM. Complete Discussion Board #3 on Blackboard. Work through PPT Module 3 steps in the book to create Spokes Bike Club (PPT 122-162) using PPT Mod 3 Project Textbook in SAM. You do not have to print Week 8 assignments due before midnight Monday Mar 4 | 7 a, c |
| Week 9 Mar 5 - 11 | PPT Module 3 | | Complete PPT Mod 3 Project on SAM. Complete PPT Mod 1, 2, and 3 Trainings on SAM Complete PPT Mod 1-3 Project EXAM on SAM Week 9 assignments due before midnight Monday Mar 11 | 7 a, c |

| Date | Modules | Content | Assignments and Tests | Competency |
|-------------------------------|----------------------------|--|--|----------------|
| Week 10 Mar 12 - 18 | EXCEL Module 1 | Creating a Worksheet and a Chart | Work through Excel Module 1 steps in the book to create Linda Fox Budget (EX 2- 49) using EX Mod 1 Project Textbook in SAM. You do not have to print Complete EX Mod 1 Project on SAM . Complete Discussion Board #4 on Blackboard. Week 10 assignments due before midnight Monday Mar 18 | 6 a, b, c |
| Week 11 Mar 19 - 25 | EXCEL Module 2 | Formulas, Functions, and Formatting | Work through Excel Module 2 steps in the book to create Olivia's Art Supply Salary Report (EX 58 – 105) using EX Mod 2 Project Textbook in SAM. Complete EX Mod 2 Project on SAM . Complete EX Mod 1 and 2 Trainings on SAM Complete EX Mod 1-2 EXAM on SAM Week 11 assignments due before midnight Monday Mar 25 | 6 a, b, c |
| Week 12 Mar 26 - 31 | ACCESS Module 1 | Databases and Database Objects: An Introduction | Work through Access Module 1 steps in the book to create PrattLast Associates (AC 2 – 56) using AC Mod 1 Project Textbook in SAM. BE SURE TO SAVE AT THE BEGINNING (Pg AC 4) Complete Discussion Board #5 on Blackboard. Week 12 assignments due before midnight SUNDAY Mar 31 | 5 a, c |
| Apr 1 – 4 | | Spring Break Holidays | STC will be closed for holidays | |
| Week 13 Apr 8- 15 | ACCESS | | Complete AC Mod 1 Project on SAM . Complete AC Mod 1 Training Complete AC Mod 1 EXAM on SAM Week 13 assignments due before midnight Monday Apr 18 | 5 a, c |
| Week 14 Apr 16 - 22 | | | Complete COMP1000 Competency Final Training on SAM. | 1-7 a, b, c |

| Date | Modules | Content | Assignments and Tests | Competency |
|------------------------------|---------|-------------------------------------|--|----------------|
| Week 15 Apr 23 - 30 | | LAST WEEK OF CLASS SEMESTER ENDS | COMP 1000 Final Exam on SAM. Due April 30 | 1-7 a, b, c |

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.