



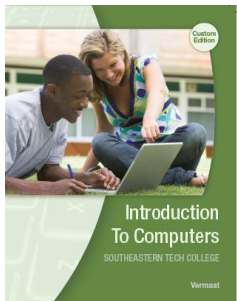
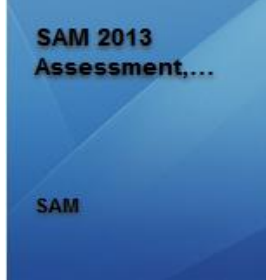
**COMP 1000/
INTRODUCTION TO MICROCOMPUTERS
COURSE SYLLABUS (Hybrid)
Summer Semester 2017
TENTATIVE – SUBJECT TO CHANGE

Semester: Summer 2017; FY-201716
Course Title: Introduction to Microcomputers
Course Number: COMP 1000
Credit Hours/ Minutes: 3 / 3750
Class Location: Swainsboro Bldg. 2, Room 2122
Class Meets: 9:45 a.m. - 12 p.m./T & Th;
 60% F2F; hybrid 40%
CRN: 60080

Instructor: Karen H. Mountain
Email Address: kmountain@southeasterntech.edu
Phone: 478-289-2220
Fax Number: 478-248-6336
Office Hours: (M) 2:30 – 6 p.m.; (T) 2:30 – 6 p.m.
 (W) 2:30 – 5 p.m.; (Th) 12-12:30 p.m.
Office Location: Building 2, Room 2123
Preferred method of contact: Blackboard Mail

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

REQUIRED TEXT:

	<p>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</p> <p>BOOK, SAM KEYCODE BUNDLED TOGETHER: ISBN #978-1305-02300-0</p>
	<p>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</p> <p>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</p>

REQUIRED SUPPLIES & SOFTWARE: one USB Flash Drive, Windows 7 or Windows 8 Operating System, Internet connection with browser as Mozilla Firefox 2 (**recommended**) or Google Chrome. Office 2013 (Word, PowerPoint, Excel, and Access); however, you can 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 P:drive, Blackboard, and SAM.**

Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Tuesday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. Assignments will be submitted via P:drive, Blackboard, and SAM. **Late assignments will not be accepted. Students who miss any assignment, test, project, or discussion board will receive a grade of 0.**

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, 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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

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

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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

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

MAKEUP GUIDELINES: 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. Classes meet on Tuesdays and Thursday. Assignments are due on Tuesday 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 Thursday and all replies by the Tuesday 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 **Blackboard 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**
- **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 **SUMMER semester, that day will be May 22, 2017.**) **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: 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:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

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, 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

Exams	30%
SAM Projects	30%
Discussion Boards	10%
Final Exam	<u>30%</u>
Total	100%

GRADING

SCALE

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

TCSG GUARANTEE/WARRANTY STATEMENT: *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

Discussion Board Topics Grading Rubric

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.
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
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
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.

GREY SHADING INDICATES WORK TO COMPLETE ONLINE FOR THE WEEK; WHITE BOXES WILL BE COMPLETED IN CLASS.

COMP 1000 – Introduction to Microcomputers Summer Semester 2017 (FY201716) Lesson Plan

***TENTATIVE – SUBJECT TO CHANGE

Date	Chapter / Lesson	Content	Assignments Tests	*Competency Area
Week 1 (May 17 – 23)				
Class Mtg. Dates				
Thurs May 18 & Tues May 23		First Day of Class: Class Introduction – Syllabus, Outline, Work Ethics, Rules & Regulations coverage SEE DISCUSSION BOARD RUBRICS FOR GRADING	-Familiarize yourself with BLACKBOARD class (COMP 1000). See STC Website – MySTC 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 (Outlook 365) from STC Website – Current Students Send email to instructor with an attachment for First Day Attendance. Due midnight 05/18/17	3 a, c
	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. **Complete Discussion Board #1 on Blackboard.	1,2,3 a, c
		If you have previously had this class as 2010, please contact your instructor about your SAM code.	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)	1,2,3 a, c
**Week 1 assignments must be completed and turned in before midnight TUESDAY May 23				
Week 2 (May 24 – May 31)				
Thurs May 25 & Tues May 30	Office 2013 and Windows 8	Essential Concepts and Skill Windows 7 tasks are given throughout the book in yellow highlight.	Read and step through Office and Windows 8 section (OFF2 – OFF81)	1,2,3 a, c
Monday, May 29, 2017 – Memorial Day Holiday				
	WORD 1	Creating, Formatting, and Editing a Word document with a Picture	Work through Word 1 steps in the book to create <u>Adventure Flyer</u> . (Pgs. WD 2- 53) to learn	4 a, c
			**Complete Discussion Board #2 on Blackboard. Complete <u>Word Chapter 1 Project on SAM.</u>	4 a, c
**Week 2 assignments must be completed and turned in before midnight Tuesday, May 30				

Week 3 (June 1 – June 7)				
Thurs June 1 & Tues June 6	WORD 2	Creating a Research Paper with References & Sources	Read and <u>Biometric Devices Paper (WD 66-122) from book</u>	4 a, c
			<u>Complete Word Chapter 2 Project on SAM.</u>	4 a, c
	WORD 3	Creating a Business Letter with a Letterhead and Table	Complete <u>Samaras Letterhead and Samaras Thank You Letter from book (WD 138-188)</u>	4 a, c
			Complete <u>Word Chapter 3 Project on SAM</u>	4
**Week 3 assignments must be completed and turned in <u>before midnight</u> Tuesday, June 6				
Week 4 (June 8 – 14)				
Thurs June 8 & Tues June 13			<u>Complete Word Chps 1-3 Training and EXAM on SAM.</u>	4 a, c
	POWERPOINT 1	Creating and Editing a Presentation with Pictures	Complete <u>Keeping Hydrated (PPT2-55) from book</u> Complete <u>PowerPoint Chapter 1 Project on SAM.</u>	7 a, c
	POWERPOINT 2	Enhancing a Presentation with Pictures, Shapes, and Word Art	Complete <u>Emergency Plan (PPT 74-125) from book. You do not have to print</u> Complete <u>PowerPoint Chapter 2 Project on SAM.</u> **Complete Discussion Board #3 on Blackboard.	7 a, c
	POWERPOINT 3	Reusing a Presentation and Adding Media & Animation	Complete <u>Watch for Motorcycles (PPT 146-191) from book. You do not have to print</u>	7 a, c
**Week 4 assignments must be completed and turned in <u>before midnight</u> Tuesday, June 13				
Week 5 (June 15 – 21)				
Thurs June 15 & Tues June 20			Complete <u>PowerPoint Chapter 3 Project on SAM. See Grading Rubric.</u>	7 a, c
			<u>Complete PowerPoint Chp 1-3 Training and EXAM on SAM</u>	7 a, c
	EXCEL 1	Creating a Worksheet and an Embedded Chart	Complete <u>Bob Gleamin Budget (EX 2 - 53) from book.</u>	6 a, b, c
		June 20, 2017 -- Midterm	Complete <u>Excel Chapter 1 Project on SAM.</u> **Complete Discussion Board #4 on Blackboard.	6 a, b, c
**Week 5 assignments must be completed and turned in <u>before midnight</u> Tuesday, June 20				

Week 6 (June 22 – 28)				
Thurs June 22 & Tues June 27	EXCEL 2	Formulas, Functions, and Formatting	Complete <u>HyperMass Online Storage Salary Report (EX 66-118)- from book.</u>	6 a, b, c
			Complete Excel Chapter 2 Project <u>on SAM.</u> Complete Excel Chp 1-2 Training and EXAM on SAM	6 a, b, c
**Week 6 assignments must be completed and turned in before midnight Tuesday, June 27				
Week 7 (June 29 – July 12)				
SUMMER BREAK – July 3 - 6				
Thurs June 29 & Tues July 11	ACCESS 1	Databases and Database Objects: An Introduction	Complete <u>Bavant Publishing AC2-63) from book BE SURE TO SAVE AT THE BEGINNING</u>	5 a, c
		65% Point June 29, 2017	**Complete Discussion Board #5 on Blackboard.	
**Week 7 assignments must be completed and turned in before midnight Tuesday, July 11				
Week 8 (July 13 – 19)				
Thurs July 13 & Tues July 18			Complete Access Chapter 1 Project <u>on SAM.</u>	5 a, c
			Complete Access Chp 1 Training and EXAM on SAM	5 a, c
**Week 8 assignments must be completed and turned in before midnight Tuesday July, 18				
Week 9 (July 20 – 25)				
Thurs July 20 & Tues July 25			Complete COMP1000 Competency Training on SAM.	1-7 a, b, c
		LAST WEEK OF CLASS SEMESTER ENDS	COMP 1000 Final Exam on SAM. July 25th at STC	

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

COMP1000 Introduction to Microcomputers Competency Areas:

- | | |
|--|---|
| (1) Computer Terminology | (5) Introduction to Database Software |
| (2) Introduction to the Windows Environment | (6) Introduction to Spreadsheet Software |
| (3) Introduction to the Internet and Email | (7) Introduction to Presentation Software |
| (4) Introduction to Word Processing Software | |

GENERAL EDUCATION CORE COMPETENCIES:

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