

COURSE SYLLABUS

SCT 100—INTRODUCTION TO MICROCOMPUTERS

COURSE LENGTH AND CREDIT:

50 clock hours, 3 credit hours

PREREQUISITE:

Provisional admission

REQUIRED TEXTS:

Microsoft Office 2007, Illustrated, Windows XP Edition, Thomson Course Technology, ISBN: 1418860476.

COURSE DESCRIPTION:

Introduces the fundamental concepts and operations necessary to use microcomputers. Emphasis is placed on basic functions and familiarity with computer use. Topics include: computer terminology, introduction to the Windows environment, introduction to networking, introduction to word processing, introduction to spreadsheets, and introduction to databases.

MAJOR COURSE COMPETENCIES:

Computer Terminology, Introduction to the Windows Environment, Introduction to Internet, Introduction to Word Processing, Introduction to Spreadsheets, Introduction to Databases, and Introduction to Presentation Graphics.

COURSE OBJECTIVES:

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| <ul style="list-style-type: none">• Describe how all people are being affected by computers in their daily lives.• Identify the many current uses of computers.• Describe how computers will be used in the future.• Identify employment opportunities.• Describe the three basic elements of data processing (i.e., input, process, output)• Identify the functional units of a computer system (i.e., the processor, input devices, output devices, and secondary storage devices.)• Describe the purpose of an operating system.• Describe the purpose of WINDOWS on a microcomputer.• Demonstrate the ability to access a variety of software applications using the graphical user interface (GUI) features (i.e., the ability to have multiple applications open at any given time and switch from application to application.)• Demonstrate the ability to use File Manager.• Modify and print a spreadsheet.• Use the graphical feature.• Describe the purpose of spreadsheet software. List typical functions performed by spreadsheet software. | <ul style="list-style-type: none">• Describe the purpose of networking in a microcomputer environment.• Demonstrate the ability to access the Internet.• Describe the purpose of word processing software. List typical functions performed by word processing software.• Create and save a document. Demonstrate formatting options (i.e., typefaces, font and point size, setting margins and tabs, line spacing, and justification).• Modify and print a document.• Use the spell check feature.• Create and save a spreadsheet.• Describe the purpose of database software. List typical functions performed by database software.• Create and save a database.• Modify a database and generate a report/query.• Perform a sort or an index on a database.• Describe the purpose of presentation graphics.• Create, edit, and modify a presentation. Use animation features |
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COURSE OUTLINE:

This course covers Concepts Unit A, Windows XP Units A and B, Word 2007 Units A, B, C, and a portion of D, Excel 2007 Units A, B, and D, Access 2007 Units A, B, and a portion of D, and PowerPoint 2007 Units A and D.

STUDENT REQUIREMENTS:

Students are expected to submit all assigned work by the dates scheduled on the course calendar. Students will receive grades of "0" for any assigned work (lab assignment, tests, research assignment, etc.) that is not submitted by the due date outlined on the calendar unless the student has an extenuating circumstance. If an extenuating circumstance prevents submission of course work on time or from taking a test on a scheduled date, the student must notify the instructor PRIOR to the date or class period the assignment or test is due with a valid reason for missing the deadline. Students will follow specific guidelines for submission of all assignments and/or tests. Failure to complete ALL of the required work will result in the student receiving a final course grade of "F". Students are responsible for policies and procedures included in the HGTC *Catalog and Student Handbook*. Students must maintain a minimum grade of "C" in this course if it is a prerequisite for other classes.

ATTENDANCE POLICY:

Class attendance is required for successful completion of the course. Absences in excess of 10% of scheduled class periods will subject the student to dismissal. Refer to HGTC *Catalog and Student Handbook* for explanation of the attendance policy. It is the student's responsibility to obtain notes, handouts, etc. should a class be missed and to schedule outside work time, makeup exams, etc. with the instructor. Students are expected to contact the instructor prior to class if they must be absent.

ACADEMIC DISHONESTY:

All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, and falsification of information, will call for discipline.

INSTRUCTIONAL TECHNIQUES:

Teacher-directed discussion and student interaction will be used in reaching the course objectives in addition to group discussion. Supplemental instruction will be provided as needed on an individualized basis.

SPECIAL SERVICES:

Students with special needs, whether the needs are learning, physical, or other, are strongly encouraged to talk with the course instructor. The instructor can refer the student to the Special Needs Facilitator or can consult with the Special Needs Facilitator on behalf of the student. The student may contact the Special Needs Facilitator, Mrs. Lydia Barfoot, at (478) 274-7786 or lbarfoot@heartofgatech.edu

TUTORING:

To ensure that students have every opportunity for success in their studies, tutoring is available for any students enrolled in certificate, diploma, and degree programs. Students interested in tutoring should talk with their instructor or contact Mrs. Lydia Barfoot at (478) 274-7786 or lbarfoot@heartofgatech.edu.

GRADING POLICY:

Graded lab assignments	17%
Assessment tests (written & production)	50%
Comprehensive Final Exam	30%
Galileo Project	3%

GRADING SCALE

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

GRADING:

Graded lab assignment and production tests will be graded according to the following scale:

0 errors = 100 1 error=85 2 errors=75 3 errors=65 4 errors=50 5 errors=25 6+ errors = 0

SUBMISSION OF WORK:

Students will submit each project separately. Please print the lab assignments as instructed in the textbook that are listed on your document sheet and staple the exercises in the order presented with the project work on top. **Lessons should be stapled in the upper left-hand corner. All documents should be labeled in the top right-hand corner with the project and lab assignment numbers. Since students print from a network printer, YOUR NAME MUST BE ON ALL PRINTED DOCUMENTS IN ORDER FOR THAT DOCUMENT TO BE GRADED. All completed work should be**

left in your folder. DO NOT LEAVE ANY INCOMPLETE WORK IN YOUR FOLDER! Please staple any revisions on the front and write the word "**REVISED**" in the *top right-hand corner*.

CHAPTER WORK:

All chapter work will be instructor-led and completed during class. Exercises will be printed and submitted to the instructor. All errors must be corrected and corrections must be printed and resubmitted to the instructor. Students are required to complete all exercises in order to receive a final grade.

GRADED LAB ASSIGNMENTS:

Any assigned work that has an error must be corrected and resubmitted to the instructor. However, the original grade will not change. When submitting corrections, the student must name the file with the word revision added to the original file name. Students are required to complete all lab assignments in order to receive a final grade.

WRITTEN TESTS AND PRODUCTION TESTS:

All written tests and production tests must be completed in the assigned class time specified by the instructor. Students are required to complete all written and production tests in order to receive a final grade.

GALILEO PROJECT:

Students are required to complete a Galileo assignment in order to receive a final grade. The class calendar indicates when the Galileo assignment will be completed in class.

COMPREHENSIVE FINAL EXAM:

The comprehensive final exam (will only cover Word, Excel, Access, and PowerPoint) must be completed once all graded lab assignments, and assessment and production tests have been completed. The final exam must be completed in the assigned class time specified by the instructor. Students are required to complete the final exam in order to receive a final grade.

WITHDRAWING FROM CLASS:

Students needing to withdraw from class should contact their instructor or program advisor. Financial aid and academic penalties may apply to any withdrawal after the first three days of the quarter. It is the student's responsibility to gain clarification of these penalties before they withdraw from a class.

FACILITIES:

Standard lab/classroom with microcomputers; Learning Resource Center; Word 2007, Excel 2007, Access 2007, PowerPoint 2007, and Windows XP.

EQUAL OPPORTUNITY INSTITUTION: As set forth in its student catalog, Heart of Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, **political affiliation or belief**, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). *Please contact Cecile Miller, Director of Career Services, 560 Pinehill Road, Dublin, GA 31021 at 478-274-7643 or contact Francine Shuman at fshuman@tcsq.edu for clarification.*

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.