



## COMPUTER INFORMATION SYSTEMS

## COURSE SYLLABUS

## SCT 100 INTRODUCTION TO COMPUTERS

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**Office Hours**.....8:00 – 9:45 Mon –Thurs; Online Daily  
**Course Name/ Number** .....Introduction to Computers / SCT 100  
**Program of Study** .....Computer Information Systems  
**Credit hours**.....3      **Class hours:**      20\***Lab hours:** 30\*  
**Prerequisite** .....Provisional admission  
**Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat © 2008**  
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**Publish date: March 20, 2007\***This course is fully presented utilizing online instruction; therefore, all contact hours are Lab Hours.

## MISSION

Albany Technical College, a public postsecondary institution of the Technical College System of Georgia, provides technical education and training support for evolving workforce development needs of Southwest Georgia. To accomplish this mission, the college utilizes traditional, online and distance learning methods. The following purposes of Albany Tech are based on the concept that education benefits individuals, businesses, and the community:

- To provide quality competency-based associate degree, diploma, and technical certificates of credit programs that prepare students for employment in business, technical sciences, allied health, personal services, and industrial careers.
- To provide basic adult education and development programs to help adults improve life skills and prepare for continued education and training.
- To contribute to the technological advancement of area businesses and industry through education and training.
- To offer comprehensive continuing education courses and programs for the advancement of skills, knowledge, and personal growth.

## COURSE DESCRIPTION

Introduces the fundamental concepts and operations necessary to use computers. 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.

## COMPETENCY AREAS

- Computer Terminology
- Introduction to the Windows Environment
- Introduction to the Internet
- Introduction to Word Processing
- Introduction to Spreadsheets
- Introduction to Databases
- Introduction to Presentation Graphics

## SOFTWARE AND SUPPLIES

Software

This course requires that you have a complete installation of Microsoft Office 2007 (Word, Access, Excel, and PowerPoint).

***You must have access to the internet.***

Supplies

Portable storage device (jump drive, floppy disk, or other storage)

Websites

All course materials are available at:

<http://gvtc.angellearning.com>

SAM Projects are available at:

<http://sam2007.course.com>

Student email is available at:

<http://elearn.albanytech.edu>

Final Grades are available at:

<https://admin3.albanytech.edu>

## COMPETENCIES

<b>After completing this section, the student will:</b>
<b>COMPUTER TERMINOLOGY</b>
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, and 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.
<b>INTRODUCTION TO THE WINDOWS ENVIRONMENT</b>
Describe the purpose of WINDOWS on a computer.
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.
<b>INTRODUCTION TO INTERNET</b>
Describe the purpose of networking in a computer environment.
Demonstrate ability to access the Internet.
<b>INTRODUCTION TO WORD PROCESSING</b>
Describe the purpose of word processing software. List typical functions performed by word processing software.
Create and save a document.
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.
<b>INTRODUCTION TO SPREADSHEETS</b>
Describe the purpose of spreadsheet software. List typical functions performed by spreadsheet software.
Create and save a spreadsheet.
Modify and print a spreadsheet.
Use the graphical feature.
<b>INTRODUCTION TO DATABASES</b>
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.
<b>INTRODUCTION TP PRESENTATION GRAPHICS</b>
Describe the purpose of presentation graphics.
Create a presentation. Edit and format a presentation.

**After completing this section, the student will:**

Modify a presentation using custom animation techniques.

## POLICIES AND PROCEDURES

### Methods of Instructional Delivery

This course is presented utilizing distance learning delivery methods. For online courses, students are expected to access their internet-based course site regularly to check for announcements, additional coursework or assignments, and other important information.

### Definition of Course Type

This is a course is an online course delivered using a platform called ANGEL. The website for ANGEL is <http://gvtc.angellearning.com>.

Online courses are taught using the Internet, with the bulk of the course content, activities and interactions occurring online. Internet-based content will include the Syllabus, assignment schedule, instructor contact information, textbook and required reading information, and Internet-based supplemental content or research links. Internet-based activities may include, but are not limited to, interactive discussions, testing, and research assignments. You will submit your assignments through ANGEL. Online courses may require an on-site component, which will be described in the course syllabus and assignment schedule. You will use a web site to complete projects <http://sam2007.course.com>.

## ATTENDANCE

1. Your attendance is marked through the timely submission of assignments.
2. **Students who are not current with course work as of the last day of week 5 will be administratively withdrawn from the course by the instructor.**
3. **Please refer to the Albany Technical College Catalog for information regarding the "Withdraw" Policy.**
4. Students enrolled in on-line courses are expected to access their course's Internet-based website regularly to check for announcements, additional coursework or assignments, and other important information. Assignments are to be submitted in accordance with the Course Calendar and/or Learning/Assignment Schedule. If the student fails to submit an assignment

when due or misses an exam a grade of zero may be issued for the assignment or exam. Students are required to respond to e-mail inquiries initiated by the instructor within 48 hours of receipt of such e-mail. Failure to comply with these requirements may result in the student being administratively withdrawn from the course. The student is encouraged to refer to the Albany Technical College Catalog for further information regarding the "Withdraw" Policy.

5. The student should check the on-line course calendar for the last day to withdraw without a penalty.
6. **If a student wishes to withdraw from this course, a request must be sent by email to the instructor.**

### EVALUATION

The following grading scale will be utilized in the determination of the student's course grade.

Percentage of Points Earned	Corresponding Letter Grade
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

The student's knowledge of the material presented in this course will be evaluated based on the satisfactory completion of all assigned work. The student will also be examined on their knowledge of the objectives outlined in each Lesson, as presented in the Projected Learning Schedule. Interim Examinations may require the completion of written or on-line objective examinations, as well as completion of performance-based assessment instruments. Additional evaluation instruments may be presented to the student at the discretion of the instructor. These evaluations may or may not become a part of the student's final grade. A Final Examination will be administered on-line students during the final week of regularly scheduled classes. The Final Examination may include a written or on-line objective assessment and a performance-based assessment.

### QUALITY OF STUDENT WORK

Use of proper grammar, correct spelling, and writing principles are expected in all work. Full credit may not be granted for work that contains grammar or spelling errors.

### CHEATING

If a student is found to have cheated on any coursework, which may include related to a project, which includes the Lab(s) and/or assessments, and then all work submitted for that project may be considered to have been produced through cheating. The student may receive a zero for any work produced through cheating.

Duplicating a file created by another student is considered cheating and all parties involved will receive a grade of zero.

### CALCULATION OF FINAL GRADE

Assignment	% of Grade
SAM Training	10%
SAM Projects	40%
Tests	25%
Final Exam	25%
Work Ethics	Complete/Incomplete

### REMEDIATION/ENRICHMENT

Computer labs are available for students' use during the day and on some evenings. If you need tutoring in this course, please contact your instructor as soon as you feel you would benefit from tutoring. Tutoring is a free service provided by the college. If you need additional help from the instructor, please feel free to ask. Your ability to learn and apply the material provided in this course is our number one priority. We want you, the student, to be successful. Please do not be afraid to ask for help, and please take advantage of the resources available to you.

CIS students may take advantage of the lab in H-8216 during OPEN LAB HOURS. Please do not request access to the lab outside of these hours. Other labs, including the Albany Tech Library are available and can be used to access SAM.

#### OTHER LAB LOCATIONS:

A-109  
Albany Tech Library  
H-8216

**WORK ETHICS AND EVALUATION**

A portion of the curriculum of all courses is devoted to the development of positive work ethics among students. The program is designed to encourage good work habits in the areas of quality of work, ability to follow instructions, productivity, dependability, honesty, reliability, attendance and punctuality, attitude, integrity, enthusiasm, interpersonal skills, and initiative. On-site students will receive a formal report at mid-term and at the end of the quarter. The mid-term report is a progress report, but the end-of-quarter report constitutes the final grade. The quarterly work ethics grade will not affect the academic grade. Points are assigned to evaluate each of the ten work ethics traits as follows:

Exceeds Expectations	3 points
Meets Expectations	2 points
Needs Improvement	1 point
Unacceptable	0 points

**REFERENCES**

One of our primary online resource services is GALILEO (Georgia Library LEarning Online) at the web link <http://www.galileo.peachnet.edu>. A World Wide Web-based virtual library, GALILEO provides access to multiple information resources, including secured access to licensed products. Participating institutions may access over 100 databases indexing thousands of periodicals and scholarly journals. Over 2000 journal titles are provided in full-text. Other resources include encyclopedias, business directories, and government publications. More information about GALILEO can be found on the GALILEO website. Tutorial services and brochures on Searching in Galileo and the Internet are available at the ATC Library/Media Center. Online tutorial sessions are also available at the GALILEO website.

**TECHNICAL EDUCATION GUARANTEE (WARRANTY STATEMENT)**

The Technical College System of Georgia (TCSG) has developed curricula standards with direct involvement of business and industry. These standards will serve as the industry-validated specifications for each occupational program. These standards allow Georgia's 33 technical colleges to offer their business partners this guarantee:

"If one of our graduates, who were educated under a standard program and his or her employer, agree that the employee is deficient in one or more competencies as defined in the standards, Albany Technical College will retrain that employee at no instructional cost to the employee or employer."

This guarantee applies to all graduates of ATC who are employed in the field of their training. It is in effect for a period of two years after graduation.

**LIBRARY ASSIGNMENT**

Each student will visit the Albany Tech library either in person or online and conduct research on a topic announced by the instructor.

The online library is available at the Albany Tech website by selecting LIBRARY AND MEDIA SOURCES (web address <http://www.albanytech.edu/main.cfm?action=pages&PageID=98>)

**SPECIAL NEEDS STATEMENT**

Any student with a disability, who has concerns related to the format or requirements of this course, should contact your instructor privately to discuss your specific needs and to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with the Special Needs Coordinator and provide that office with documentation of your disability. That office will then notify your instructor of your eligibility for reasonable accommodations. Then, you and your instructor can plan how best to coordinate your accommodations

Contact: **Regina Watts, Counseling and Special Needs Coordinator Located in the Kirkland Building, Bldg F Student Services Department Room 6156 (229) 430-2854**

Albany 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).

**SCT 100 ASSIGNMENTS AND LAB EXERCISES  
SPRING QUARTER 2010-04**

<b>#</b>	<b>Chapter Name</b>	<b>Due Date</b>	<b>Assignment</b>	<b>Points</b>
1	Introduction to Microsoft Windows	April 5, 2010 by 11:55 p.m.	Read the Chapter entitled Introduction to Microsoft Windows Chapter Test (located in ANGEL in the Week 1 folder) WORK ETHICS: Appearance	100 3
2	Word Chapter 1 – Formatting Paragraphs and Characters in a Document	April 12, 2010 by 11:55 p.m.	SAM Training: Learn Wk 2 Word Ch 1 SAM Project: Project Wk 2 Word Ch 1 SAM Test: Test Wk 2 Word Ch 1 WORK ETHICS: Attendance	100 100 100 3
3	Word Chapter 2 – Creating a Research Paper	April 19, 2010 by 11:55 p.m.	SAM Training: Learn Wk 3 Word Ch 2 SAM Project: Project Wk 2 Word Ch 2 SAM Test: Test Wk 3 Word Ch 2 WORK ETHICS: Attitude	100 100 100 3
4	Word Chapter 3 – Creating a Cover Letter and a Resume	April 27, 2010 by 11:55 p.m.	SAM Training: Learn Wk 4 Word Ch 3 SAM Project: Project Wk 4 Word Ch 3 SAM Test: Test Wk 4 Word Ch 3 WORK ETHICS: Character	100 100 100 3
5	Excel Chapter 1 – Creating a Worksheet and an Embedded Chart	May 3, 2010 by 11:55 p.m.	SAM Training: Learn Wk 5 Excel Ch 1 SAM Project: Project Wk 5 Excel Ch 1 SAM Test: Test Wk 5 Excel Ch 1 WORK ETHICS: Communication	100 100 100 3
6	Excel Chapter 2 – Formulas, Functions, Formatting and Web Queries	May 10, 2010 by 11:55 p.m.	SAM Training: Learn Wk 6 Excel Ch 2 SAM Project: Project Wk 6 Excel Ch 2 SAM Text: Test Wk 6 Excel Ch 2 WORK ETHICS: Cooperation	100 100 100 3
7	PowerPoint Chapter 1 – Creating and Editing a Presentation	May 17, 2010 by 11:55 p.m.	SAM Training: Learn Wk 7 PowerPoint Ch 1 SAM Project: Project Wk 7 PowerPoint Ch 1 SAM Text: Test Wk 7 PowerPoint Ch 1 WORK ETHICS: Organization, Productivity	100 100 100 3,3
8	PowerPoint Chapter 2 – Creating a Presentation with Illustrations and Shapes	May 25, 2010 by 11:55 p.m.	SAM Training: Learn Wk 8 PowerPoint Ch 2 SAM Project: Project Wk 8 PowerPoint Ch 2 SAM Test: Test Wk 8 PowerPoint Ch 2 WORK ETHICS: Respect, Teamwork	100 100 100 3,3
9	Access Chapter 1 – Creating and Using a Database	May 31, 2010 by 11:55 p.m.	SAM Training: Learn Wk 9 Access Ch 1 SAM Test: Test Wk 9 Access Ch 1	100 100
10	Final Exam	June 8, 2010 by 11:55 p.m.	FINAL EXAM	100