



Course Syllabus
CSCI 1135/ CRN80071 – Introduction to Computers
Atlanta Metropolitan State College
School of Business and Technology

This is a Core IMPACTS course that is part of Technology, Mathematics & Sciences (STEM)

Core IMPACTS refers to the core curriculum, which provides students with essential knowledge in foundational academic areas. This course will help master course content and will support students' broad academic and career goals.

Instructor Information	Name: Dr. Babs Onabanjo
Office location:	___ S170 _____
Office Telephone:	___ 678-623-1270 _____
Email Address	bonabanjo@atlm.view.usg.edu
Office Hours:	___ 1:00 PM – 3:00 PM MW _____
• In Person:	✓ ___ Room 208 _____
• Online	bonabanjo@atlm.view.usg.edu
• By Appointment	Office hour disclaimer: If you cannot meet with the instructor during office hours, you may schedule an appointment based on the instructor's availability.
Office Hours: Phone #: 678-623-1270 Start Date: Aug 18, 2025 No Show: Aug 27, 2025 Holiday Day: Nov 27-28, 2025 Mid-Term Exams: Oct 4-9, 2025 Last Day to Withdraw: Oct 20, 2025 Mid-Term Grade Due: Oct 14, 2025 Last Day of Class: Dec 6, 2025	

Final Exam Date: TBA Dec 9 - 11, 2025

Course Information	CSCI 1135 Introduction to Computers CRN 20025
Pre-requisites	Exit from Developmental Studies, Reading, and Mathematics
Credit Hours	<u> 3 </u>
Catalog Description	This course is designed to introduce computer concepts and information processing. The course will include an overview of computer hardware, software, basic networking concepts, history of data processing systems, major trends in information systems including the Information Superhighway, social issues, project management and career opportunities in information processing. An integral part of the course is hands-on experience with current applications software in word processing, presentation, Internet, electronic spreadsheet, publisher, and database management systems.
Course Start and End Date	<u> 18 Aug 2025 </u>
Course Textbook	Required Text: Technology for Success and Shelly Cashman Series Microsoft Office 365 & Office 2019, 1st Edition Sandra Cable; Jennifer T. Campbell; Mark Ciampa; Barbara Clemens; Steven M. Freund; Mark Frydenberg; Ralph Hooper; Ellen Monk; Lisa Ruffolo; Susan L. Sebok; Joy L. Starks; Misty E. Vermaat ISBN-10: 0-357-02638-1 ISBN-13: 978-0-357-02638-0 MindTap Unlimited__ Supplemental Text: Successful Project Management, 7th Edition Jack Gido, Jim Clements, Rose Baker
Required Resources	Tutor.com, Tutor Ocean.com
Recommended Resources	MindTap How to access your MindTap course Copy and paste in your browser the URL: https://startstrong.cengage.com/mindtap-brightspace-ia-no/ Subscribe to Cengage Unlimited via D2L: <u>Cengage Unlimited</u>
General Education Learning Outcomes	General Course Objectives: Students completing CSCI 1135 course should be able to: 1. Demonstrate a knowledge of, and ability to use information technology. 2. Exhibit reasoning and thinking based on universal intellectual values that transcend subject matter. 3. Demonstrate the ability to communicate effectively through listening, reading, writing, and speaking.
Program Learning objectives	Program learning outcomes define what a student should know or be able to do upon completion of the program. 1. Students will be required to design, code, debug, test and implement an application program using an object-oriented programming language; and

	2. Students will be required to analyze complex problems and develop the appropriate software to solve the problems.
Course Learning Objectives	As a result of successfully completing this course successfully, the student will be able to: use the scientific method and laboratory procedures or mathematical and computational methods to analyze data, solve problems, and explain natural phenomena as well as: 1. demonstrate the skills, knowledge and understanding of the following concepts: The role of technology in the world! 2. The role of web and search engines 3. The different types of operating systems 4. Evaluate the various apps and certifications. 5. Identify various types of hardware. 6. Demonstrate skills, knowledge and understanding of Microsoft application suite: word, PowerPoint, excel, access and project management.
Course Delivery Method	On Campus
Email Preference	<i>D2L email for course related correspondence.</i>
Online Courses	Please use D2L e-mail for all correspondence. My cell phone is provided for emergencies only. I cannot answer questions, accept assignments, or discuss grades via cell phone, so please use it for emergencies texting only.
On Campus Courses	Please use ATLM Ginger Email for communication. I check Brightspace (D2L) email on a regular basis.
Email Response Time	Unless you are notified otherwise, I will strive to respond to all student questions and emails within 48 hours in d2l.
Attendance:	Attendance is required at Atlanta Metropolitan State College. Students may view their attendance record by going to the Brightspace course page and clicking on "Attendance" from the "Assessments" menu at the top. It is the responsibility of each student to ensure that his or her recorded attendance is accurate. Any errors need to be brought to the attention of the instructor as soon as they are discovered.
Online Attendance and Participation Policy	Being "Present" in class is determined by the student's active attendance and participation in an "academically related activity" which includes actual presence in a virtual class, submission of an assignment, completion of an exam or quiz and discussion forum posting.
Conduct:	Refer to AMSC College Catalog, page 54
Late Policy:	Late Assignments: Assignments turned in after the due date and time will be subject to a 10-point decrease of the grade earned. (Max 70%) Late Quizzes: Quizzes completed after the due date and at that time will be subject to a 10-point decrease of the grade earned. (Max 70%) Late Discussions: Discussions posted after the due date and time will be subject to a 10-point decrease of the earned grade. . (Max 70%)
Enrollment Status:	Students are ultimately responsible for ensuring that the courses in which they enroll are included in the approved degree plan and program map for their program of study. Students must periodically check their enrollment status in this

	course during the semester. The student is responsible for making changes, if any, in enrollment status and taking necessary steps (e.g., pursuing re-instatement in this course) following those outlined in the AMSC catalog.
Attendance Verification (No Show)/Reinstatement	Atlanta Metropolitan State College has a "No-Show" Reporting (Attendance Verification) policy. This policy is to comply with Federal Financial Aid regulations. Financial Aid recipients at Atlanta Metropolitan State College may become ineligible for funds by not attending class session (per enrolled course). Students who do not complete Mandatory Attendance Assignments and attend class sessions are NOT entitled to keep their financial aid award. The Registrar's Office will notify the students and faculty when the Attendance Verification Period has opened. The established "No-Show" Reporting (Attendance Verification) procedure will enable Atlanta Metropolitan State College to adjust financial aid awards before funds are issued to students (thereby eliminating liability for both the College and the student). A student reported as non-attending a course must seek the approval of the instructor in order to be reinstated. Once approved, the student will complete the Reinstatement form and submit it. The Office of Registrar will notify students when course reinstatement process has been completed during the Reinstatement Period. The student can demonstrate compelling reasons (s) that have prevented attendance and the instructor believes that there is a strong probability that the student can catch up in the class OR The instructor made an error, and the student was in attendance prior to being dropped.
Computer Hardware & Software Requirements:	One of the challenges many encounter with enrolling in and completing an online course is the accessibility to the required and recommended software and hardware. Different institutions, and even different courses within the same institution, have varying technological requirements. Check your hardware and software systems to determine its compatibility with the online course you have selected.
Minimum Hardware Recommendations to take courses:	D2L System Requirement Internet Connection: · Ethernet Network required · Wireless Network required Operating System Requirements • PC: o Compatible Operating System: - o Web Browser: Firefox, Chrome • Mac: o Compatible Operating System: - o Web Browser: Firefox, Chrome, Safari Hardware requirements: Minimum Technical Specifications for Hardware: • A processor of 2GHz or faster • 4GB RAM or greater • 500 GB of Hard Drive space • Monitor and video card with a minimum resolution of 1024x768 • Keyboard and mouse Minimum Technical Specifications for Computer Peripherals: • Speakers • Headphones • Microphone • Webcam

Tutoring Services	Students improve their self-confidence and increase their chances of excelling in their courses when they utilize their college/university academic support services. The following tutoring services are available to AMSC students: ❖ The AMSC Writing Center is open year-round to support students, staff, and faculty at AMSC. It offers virtual and in-person tutoring for various writing projects, assists at any stage of the writing process, and increases improvement in structure, use of sources, style, grammar, and more. The Writing Center is located in Building 100, Room 211. Students can walk in during hours of operation or schedule an appointment at https://calendly.com/amscwritingcenter/30min ❖ Tutor.com is a virtual space for students to access writing tutors outside of AMSC faculty. Access tutor.com in Brightspace by logging into your course. Next, click the 'Free Tutoring' tab and choose Tutor.com from the dropdown options. Students are granted five (5) hours per semester, and registration is not required. Contact the Center for Student Success and Advising at (404) 756-5690 for assistance. ❖ TutorOcean is a tutorial for students enrolled in STEM courses such as Biology, Chemistry, Mathematics, and Computer Science. Access TutorOcean and sign up at https://atlm.tutorocean.com
Americans with Disabilities Act (ADA) Statement	Atlanta Metropolitan College is committed to providing support for all students and making their college experience an enriching opportunity. In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The Department/Office of Counseling and Accessibility Services, located in the Student Services & Success Center, building 650-Suite 252, oversees the coordination of services for students with documented disabilities. The Coordinator of Disability Services collaborates with faculty and staff to offer provisions for reasonable accommodation to students who meet the requirements. It is the policy and practice of AMSC to make all Web information accessible to students with disabilities. If you, as a student with a disability, have difficulty accessing any part of the course materials for this class, please notify the instructor immediately. Accommodation cannot be provided until a reasonable accommodation plan is in place. To the greatest extent possible, all college representatives shall observe confidentiality.
Office of Counseling and Accessibility Services	The Office of Counseling and Accessibility Services operates under the Americans with Disabilities Act (ADA) laws in order to assist in leveling the playing field for students who have disabilities with those who do not. The amended ADA, otherwise known as ADAAAA defines “disability” as a physical or mental impairment that substantially limits one or more major life activities. If you feel that you have a disability or impairment that may limit your academic functioning, please contact Dr. Dorothy Williams, the Director of Counseling and Accessibility Services at 404-756-4016 or at

	https://www.atlm.edu/students/counseling-and-disability-services.aspx. The Coordinator of Counseling and Accessibility Services reviews all accommodation requests. In order to receive accommodation, the student's illness or disability must be verified in writing by a physician, psychiatrist, or some other health care provider or specialist. Students choosing to access disability support services should contact the Coordinator as soon as possible after acceptance to AMSC. Please be aware that late notifications may result in complications for establishing accommodation in a timely fashion.
Withdrawal	Withdrawal from a course is solely the responsibility of the student. Instructors will not initiate student withdrawals. A student who wishes to withdraw from a course MUST submit a completed Withdrawal Form (Schedule Reductions Form) to the Registrar's Office before mid-term in order to receive a grade of "W" for the course. A student who withdraws after the Midterm date receives a "WF" unless the Vice President for Academic Affairs determines that it is a hardship case, then a "W" will be recorded. The possibility that a student may fail the course will not be considered a hardship
Incomplete Grade Policy	An incomplete may be awarded at the instructor's discretion for non-academic reasons which prevent the student from completing the course requirements. The student must be passing the course at the time that the Incomplete is awarded and must sign an "Awarding of Incomplete" agreement. Unless otherwise stated, the incomplete should be removed by the end of the following semester; otherwise, the instructor will change the grade to an "F" grade.
Time Commitment	To successfully complete this course it requires discipline, devoted time and commitment. A student must arrange his / her schedule to allow for the required time for this course. Expect to spend a minimum of seven (7) to ten (10) hours per week to thoroughly read each chapter and complete the required chapter assignments. Additional time most likely will be required to complete quizzes and exams.
Student Expectations	Students are expected to be fully invested and engaged in their learning. The following guidelines are included to facilitate your course success. • Participate in this course by following the guidelines of this syllabus and any additional information the instructor provides by email, telephone, discussion forums, etc. • Please speak with your instructor <u>in advance</u> if you have extenuating circumstances that prevent you from completing your assignments by the designated due dates. If a medical emergency occurs, you will need to provide a written medical / doctor's notice for the period in which you are unable to participate in class or complete any of the assignments (discussion, case studies, quizzes, exams, etc.). Without a medical / doctor's notice, all assignments missed will be scored as zero. • Sign-in to Brightspace D2L and / or Courseware to complete assignments regularly.

	• Read, study, and complete all assignments by the due dates. • Monitor Brightspace D2L course calendar. • Have access to a computer and the Internet. Make certain computer meets the technical requirements for computer course. • Be courteous, polite and respectful to faculty, staff and fellow students. For online courses, the instructor will use Brightspace D2L email for all course related correspondence. Check <u>Brightspace D2L email</u> as well as <u>Ginger email daily</u> to stay abreast of what is going on in class.
Online Discussion Protocol	• The purpose of the discussion forum is to have interactive online discussions with our class community about specific topics, assignments, or readings. • Be constructive and positive. You can challenge ideas and course content yet avoid becoming negative online. When you disagree respectfully and politely, you stimulate and encourage great discussion. • You are expected to conduct yourself in a mature, courteous, and mutually respectful manner. • Always sign your name. • Postings should be well written with proper punctuation, spelling and grammar. Avoid the use of all caps or multiple punctuation elements (!!!??). • Encourage further discussion by building on current threads.
Degree Relevance and Enrollment Status	Students are ultimately responsible for ensuring that the course(s) in which they enroll are included in the approved degree plan and program map for their program of study. Students must periodically check their enrollment status in this course during the semester. The student is responsible for determining changes, if any in enrollment status and taking necessary steps (e.g. pursuing re-instatement in this course) following those outlined in the AMSC catalog
Abandoning a Course	Abandoning a course should be avoided at all cost. Abandoning a course instead of following official drop procedures will result in a grade of —F at the end of the course. It is the student's responsibility to initiate and complete the withdrawal process.
Academic Honesty	Only the epitome of professionalism is expected of each student. Cheating or the abetment of cheating is not tolerated. Per page 91-93 of the 2019-2020 Atlanta Metropolitan State College Catalogue the Penalties for Academic Misconduct states: • In cases where a student is found guilty of cheating or exhibiting academic misconduct involving an instructor-generated assignment or examination, the instructor may impose a penalty. • Types of penalties may include, but are not limited to, the instructor assigning a grade of "F" for the assignment, the instructor not accepting the work, the student being assigned additional work, or the student receiving a grade reduction for the assignment.

	The maximum penalty the instructor may impose is a grade of “F” for the course.		
Class Cancellation	Procedure regarding long-term emergency closure of the college (attendance policy): In the event of an emergency that forces the college to close for an extended period, students MUST contact the instructor of this class within 48 hours using the contact information (e.g., email address in BrightSpace/D2L) on the syllabus to obtain directions for continuing the course. The instructor will provide directions for the transmission and submission of course assignments and course assessments, including due dates. The student is responsible for submitting valid, accurate contact information, including an active AMSC email address to the instructor by the end of the first week of the course. Students can obtain an Atlanta Metropolitan State College Student email address in the Academic Support Center on the third floor of the Library Building. If the instructor for the course cannot be reached within the specified period (within 48 hours), the Dean of the School responsible for the course can be reached at the email address posted on the college’s website		
Class Schedule Due Dates in D2L	Topic	Objectives	Week(s)
	Chapter 1 Evolution of Society’s Reliance on Technology	Module Objectives Students will have mastered the material in Module 1 when they can: • Explain the evolution of society’s reliance on technology. • Develop personal uses for technology to help with productivity, learning, and future growth. • Explain the role of technology in the professional world.	
	Chapter 2 The Role of the Web in Daily Life	Students will have mastered the material in Module 2 when they can: • Explain the role of the web in daily life • Describe websites and webpages • Use e-commerce • Explain how information literacy applies to web searches and research • Conduct online research	
	Chapter 3 Categorize the Various Types of Computer Hardware	Students will have mastered the material in Module 3 when they can: • Categorize the various types of computer hardware. • Demonstrate familiarity with input and output devices. • Maintain hardware components.	
	Chapter 4 Explain the Pros and Cons of Different Types of Operating Systems	Chapter 4 Explain the Pros and Cons of Different Types of Operating Systems Students will have mastered the material in Module 4 when they can: • Explain the pros and cons of different types of operating systems	

		• Explain how an operating system works • Personalize a computer operating system, as well as its software and hardware, to increase productivity • Manages files and folders.	
	Chapter 5 Explain How Apps Are Used in Daily Computing Life Chapter 6 Discuss Computer Safety and Health Risks	Students will have mastered the material in Module One when they can: • Explain how apps are used in daily computing life. • Use common features of productivity apps. Chapter 6 Students will have mastered the material in Module 6 when they can: • Discuss computer safety and health risks • Use protective measures to safeguard computers and data certification area	
			Week(s)
	Wordprocessing – Microsoft Word	WORD 1-1: What Is Word? Students will have mastered the material in this Module 1 when they can: • Start and exit Word • Enter text in a Word document • Adjust margins • Check spelling and grammar as you work in a document • Save a document • Format text, paragraphs, and document elements • Insert and format a picture • Add a page border • Change document properties • Open and close a document • Correct errors and revise a document • Cut, copy, and paste text • Print a document • Use Word Help WORD 2-1: Introduction Students will have mastered the material in this Module 2 when they can: • Describe the MLA documentation style for research papers • Modify a style • Change line and paragraph spacing in a document • Use a header to number pages of a document • Apply formatting using keyboard shortcuts • Modify paragraph indentation • Insert and edit citations and their sources • Add a footnote to a document • Insert a page break • Create a bibliographical list of sources • Find text and replace text • Use the thesaurus	

		• Check spelling and grammar at once • Look up and research information • work with comments in a document WORD 3-1: Introduction Students will have mastered the material in this Module 3 when they can: • Insert and format a shape • Change text wrapping • Insert an online picture and format it • Insert a symbol • Add a border to a paragraph • Clear formatting • Apply a style • Set and use tab stops • Insert the current date • Insert a Word table, enter data in the table, and format the table • Format a paragraph border • Use the format painter • Insert and format a SmartArt graphic • Address and print an envelope	
	Presentation – PowerPoint	POWER POINT: What Is PowerPoint? Students will have mastered the material in this Module 1 when they can: • Create a blank presentation • Select and change a document theme • Create a title slide and a text slide with a multilevel bulleted list • Add new slides and change slide layouts • Change font size and color • Bold, italicize, and underline text • Insert pictures into slides with and without content placeholders • Move and resize pictures • Arrange slides • Change theme colors • Check spelling • Review a presentation in different views • Enter slide notes • Save a presentation • Print a presentation PPT 2-1: Introduction Students will have mastered the material in this Module 2 when they can: • Search for and download an online theme • Insert a symbol • Insert a hyperlink • Convert text to SmartArt • Edit and format SmartArt text • Insert and resize a shape • Apply effects to a shape • Add text to a shape • Apply a shape style • Insert a picture as a shape fill • Move an object using grids, guides, and the ruler	

		• Merge shapes • Add a footer • Add a slide transition and change effect options PPT 3-1: Introduction Students will have mastered the material in this Module 3 when they can: • Insert a chart and enter data • Change a chart style • Insert a table and enter data • Apply a table style • Insert a text box • Change text box defaults and apply preset effects • Reuse slides from another presentation • Insert a picture without using a content placeholder • Crop a picture • Change a picture color tone and softness • Convert text to WordArt • Change WordArt style, fill and outline • Animate text and change options • Insert video	
	Electronic Spreadsheet – Excel	Excel Chapter 1 Students will have mastered the material in Module 1 when they can: • Start an App • Identify the components of the Microsoft Office ribbon • Describe the Excel worksheet • Enter text and numbers • Use the Sum button to sum a range of cells • Enter a simple function • Copy the contents of a cell to a range of cells using the fill handle • Apply cell styles • Format cells in a worksheet • Create a pie chart • Change a worksheet name and sheet tab color • Change document properties • Preview and print a worksheet • Use the AutoCalculate area to display statistics • Correct errors on a worksheet • Use Microsoft Office Help EX 2-1: Introduction Students will have mastered the material in Module 2 when they can: • Use Flash Fill • Enter formulas using the keyboard • Enter formulas using Point mode • Apply the MAX, MIN, and AVERAGE functions • Verify a formula using Range Finder • Apply a theme to a workbook	

		• Apply a date format to a cell or range • Add conditional formatting to cells • Change column width and row height • Check the spelling on a worksheet • Change margins and headers in Page Layout view • Preview and print versions and sections of a worksheet EX 3-1: Introduction Students will have mastered the material in Module 3 when they can: • Rotate text in a cell • Create a series of month names • Copy, paste, insert, and delete cells • Format numbers using format symbols • Enter and format the system date • Use absolute and mixed cell references in a formula • Use the IF function to perform a logical test • Create and format sparkline charts • Change sparkline chart types and styles • Use the Format Painter button to format cells • Create a clustered column chart on a separate chart sheet • Use chart filters to display a subset of data in a chart • Change the chart style and type • Reorder sheet tabs • Change the worksheet view • Freeze and unfreeze rows and columns • Answer what-if questions • Goal seek to answer what-if questions • Use Smart Lookup • Understand accessibility features	
	Database Management – Access	Access: Chapter 1 Students will have mastered the material in Module 1 when they can: • Describe the features of the Access window • Create a database • Create tables in Datasheet and Design views • Add records to a table • Close a database • Open a database • Create and use a query • Create and use a form • Create a report • Perform special database operations Access: Chapter 2 Students will have mastered the material in Module 2 when they can: • Create queries using Design view • Include fields in the design grid • Use text and numeric data in criteria • Save a query and use the saved query	

		• Create and use parameter queries • Use compound criteria in queries • Sort data in queries • Join tables in queries • Create a report and a form from a query • Export data from a query to another application • Perform calculations and calculate statistics in queries • Create crosstab queries • Customize the Navigation Pane Access: Chapter 3 Students will have mastered the material in Module 3 when they can: • Add, change, and delete records • Search for records • Filter records • Update a table design • Use action queries to update records • Use delete queries to delete records • Specify validation rules, default values, and formats • Create and use single-value lookup fields • Create and use multivalued lookup fields • Format a datasheet • Specify referential integrity • Use a subdatasheet • Sort records ☐ Format the output of a database	
	Publisher Chapter 1-3	Publisher Chapter 1 Students will have mastered the material in Module One when they can: • Start and exit Publisher • Choose Publisher template options • Describe the Publisher window • Select objects and zoom • Replace Publisher placeholder and default text • Check spelling as you type • Format text and autofit • Use graphics and insert backgrounds • Move, align, and resize objects • Save a publication and print • Open and modify a publication • Delete objects • Create a hyperlink • Save a print publication as a web publication • Use Publisher Help Publisher Chapter 2 Students will have mastered the material in Module Two when they can:	

		• Discuss advantages of the brochure medium • Copy and paste with paste options • Wordwrap text • Swap pictures using the scratch area • Use a picture as a background • Insert and format a shape • Use stylistic sets • Edit a form • Create a transparent text box • Reset a picture and apply a picture style Publisher Chapter 3 Students will have mastered the material in this module when they can: • Describe the advantages of using the newsletter medium and identify the steps in its design process • Edit a newsletter template • Set page options • Edit a masthead • Import text files • Navigate pages • Continue a story across pages and insert continued notices • Customize the ribbon • Use Publisher's Edit Story in Microsoft Word feature • Insert and edit marginal elements • Revise a newsletter • Apply decorative drop caps • Check hyphenation in stories • Create a template with property changes	
	Internet Explorer	☐ Start Internet Explorer ☐ Describe the features of the Internet Explorer window ☐ Identify hypermedia and browsers ☐ Ability to brose the World Wide Web ☐ Create and remove bookmarks ☐ Saving and printing web page information ☐ Saving graphic images on a storage device ☐ Copy and paste from web pages using the clipboard ☐ Ability to use various web search engines	
	Microsoft Project	☐ Planning a Project ☐ Creating a Project Schedule ☐ Communicating Project Information Assigning Resources and Cost	
	CSCI 1135 – Introduction to Computers Weekly Course Outline		

	Week(s)	Topic(s)	Application Project #	Lab #	Due Date
	1	Introductions & Course Overview & Wide Web		Pre-Test	
	2	Chapter 1 Evolution of Society's Reliance on Technology			
		Chapter 2 The Internet and World The Role of the Web in Daily Life			
		Chapter Exam – Concepts I & 2	Word (Wd)	Module 1 Sam Textbook Project Module 1 Sam End of Module Project Module 1 Exam Module 2 Sam Textbook Project Module 2 Sam End of Module Project Module 2 Exam Module 3 Sam Textbook Project Module 3 Sam End of Module Project Module 3 Exam Your Resume in 3 forms:	
	3	Chapter 3 Categorize the Various Types of Computer Hardware Mid Term Exam			
	4	Chapter 4 Explain the Pros and Cons of Different Types of Operating Systems	PowerPoint(Ppt)	Module 1 Sam Textbook Project Module 1 Sam End of Module Project Module 1 Exam Module 2 Sam Textbook Project	

				Module 2 Sam End of Module Project Module 2 Exam Module 3 Sam Textbook Project Module 3 Sam End of Module Project Module 3 Exam	
	4		Excel (Ex)	Module 1 Sam Textbook Project Module 1 Sam End of Module Project Module 1 Exam Module 2 Sam Textbook Project Module 2 Sam End of Module Project Module 2 Exam Module 3 Sam Textbook Project Module 3 Sam End of Module Project Module 3 Exam	
	5		Access (Ac)	Module 1 Sam Textbook Project Module 1 Sam End of Module Project Module 1 Exam Module 2 Sam Textbook Project Module 2 Sam End of Module Project Module 2 Exam Module 10 Sam Textbook Project	

				Module 10 Sam End of Module Project	
				Module 10 Exam	
	6	Publisher		Module 1 Sam Textbook Project Module 2 Sam Textbook Project	
	7	Chapter 5 Explain How Apps Are Used in Daily Computing Life	Office Project	Chapter 1 Quiz 1 Chapter 2 Quiz 2	
	7	Chapter 6 Discuss Computer Safety and Health Risks			
		Quiz			
	8	Final Exam	Proctored	Post Test Proctored	
Grading Scale	• Reading Assignments: Students are expected to read assigned textbook pages/chapters prior to the beginning of class and before the material is covered in lecture. Be sure that you understand all diagrams and read captions under pictures. It will be to your benefit to stay organized and not get behind. • The purpose of examinations is to determine how well students have mastered the material. There will be five (5) unit exams in addition to a final exam. The exams will cover the material presented in the lecture and via audio visual resources. • All exams must be taken on the assigned date and at the assigned time. The other classroom assignments will include end of chapter review questions and problems. • Quizzes will be given periodically to determine if the assigned reading is being done. They are normally given at the beginning of class, and at the instructor's discretion. These quizzes may be announced or unannounced. They will cover either material previously discussed or materials which the students should have read. All quiz grades will be averaged and will equal a major exam grade. A quiz will be given approximately ONCE per week. Missed quizzes CANNOT be made up. • Students will complete critical thinking exercises involving research and answering questions on thought-provoking biological topics, such as theories of evolution, origin of the universe, recent medical discoveries, cloning technology, etc. Students will additionally participate in class discussions demonstrating knowledge learned from these exercises. Assignments WILL NOT be accepted after due date and a grade of "0" will be given for that assignment. • Proctored Final Exam.				

Grade Distribution	Grading A final grade will be determined using the following percentages. Assignments.....400 Mid-Term.....200 Lab Exam.....200 Final Exam.....200 1000 - 900.....A 800 - 899.....B 700 - 799.....C 600 - 699.....D Below 600.....F
Grade Appeals and Student Complaint Policy and Process	Please follow the Grade Appeals Process outlined in the AMSC Student Catalog, Pages 61/62. You can also refer to the Grade Appeal brochure at: https://www.atlm.edu/downloads/advisement/CAAS%20Grade%20Appeal%20Brochure.pdf For student complaint policy and process, refer to AMSC student catalog pages 51/52.
Class Policies and Requirements:	Students are required to: 1. Attend class regularly or log on a regular basis for online instructions 2. Read all assignments and related material in advance of each lecture and lab period. 3. Take all exams at the scheduled time. 4. Hand in all assignments on the due date. 5. Student is responsible for the workstation and work area they are assigned. 6. Be prompt – allow time to be in place for the beginning of each class session. 7. It is against school policy to admit minor children into the classroom. 8. Absolutely no eating, drinking, installing of software, writing on equipment, and accessing and downloading obscene material on classroom workstations. Violators are subject to loss of lab privileges. 9. No changes are to be made in desktop wallpaper.
Frequently Asked Questions and Helpful Links	

I need:	LINK
What is Brightspace (D2L) and how can I access it?	Brightspace(D2L) is the virtual space where students access their online courses and some Face2Face class resources, quizzes, assignments, etc. You can access Brightspace (D2L) from https://atlm.view.usg.edu/ You can also access Brightspace (D2L) from the College's webpage and click on Brightspace (D2L) on top.
Who is my Advisor? Where can I receive Advisement and Tutoring assistance?	Center for Academic Advising and Success (CAAS)
What do I do if I face technical issues while taking a quiz or turning in an assignment in Brightspace	https://d2lhelp.view.usg.edu/ You can reach the GaView Helpdesk 24/7/365 days at 18557724423 If you are unable to submit a quiz or assignment or face a technical glitch, please contact the University System of Georgia's GaView Helpdesk at 1855 772 4423. The Helpdesk is open 24/7 all 365 days. If your issue cannot be resolved right away, the Helpdesk will issue a ticket to your Atlm Ginger email address. That ticket needs to be forwarded to your instructor to prove that you faced a technical issue that forced you to miss a deadline.
I can't download Respondus Lockdown Browser. What do I do?	If you are unable to download Respondus to your computer, please email the Office of Testing at Testing@atlm.edu at least 24 hours in advance requesting a testing appointment at the Testing Lab. For Respondus issues, please contact https://web.respondus.com/contact/.
Where do I go for ADA Accommodations	https://www.atlm.edu/students/counseling-and-disability-services.aspx
I have a complaint. Where do I go?	Fill out and submit the Student Complaint form
I have an issue with my grade. How may I appeal my grade.	Read the brochure and follow the instructions to appeal your grade .
How do I Withdraw from a Course	Follow the Course Withdrawal Process here
I have a Hardship. How do I do a Hardship Withdrawal?	Follow the Hardship Withdrawal Process here
To Know the Campus Carry/HB 280 Policy	House Bill 280 Guidelines

Use AI with acknowledgement.	Students can use artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2 on assignments in this course, provided it is appropriately documented and credited. For example, text generated using ChatGPT-3 should include a citation such as: "Chat-GPT-3. (YYYY, Month DD of query). "Text of your query." Generated using OpenAI. https://chat.openai.com/ " Material generated using other tools or sources should follow a similar citation convention.
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