COLL1040 COLLEGE FOUNDATIONS
COURSE SYLLABUS
Online
FALL Semester 201812

COURSE INFORMATION

Credit Hours/Minutes: 3/2625 Institutional Credit
Class Location: GVTC/Blackboard
Class Meets: Via Internet for 15 weeks
CRN: 20001
Preferred Method of Contact: EMAIL

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Casandra Hardy
Email Address: chardy@southeasterntech.edu
Day Time Instructor: David Standard
Office Location: 418
Office Hours: Mon. – Thur. 9:30am – 12:00 noon
Email Address: dstandard@southeasterntech.edu
Phone: 912-538-3173
Fax Number: 912-538-3156
Tutoring Hours: Thursdays 4:30pm – 5:30pm

REQUIRED TEXT

Success Skills, Strategies for Study and Lifelong Learning, **Abby Marks Beale, Thomson/Southwestern, 2007**
ISBN: 13:978-0-538-72963-5. AND *The Enhanced Microsoft Office 2013: Illustrated Introductory, First Course.*
2nd edition. **Cram, Duffy, Freidrichsen**

REQUIRED SUPPLIES & SOFTWARE

Supplies can include pencils, pens, paper, notebooks**,** etc. **Students are required to use Microsoft Applications for this class, specifically Microsoft Word**. Access to a computer is mandatory!

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 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.

COURSE DESCRIPTION

This course is designed to provide tools to assist students to acquire skills necessary to achieve academic and professional success in their chosen occupational/technical program of study. Topics include: Computer

Applications / Technology Skills, Getting off to a Good Start, Learning and Personality Styles, Time and Money Management, Study and Test Taking Skills, Stress Management and Wellness, Communication Skills, and Career Exploration.

MAJOR COURSE COMPETENCIES

Topics include: Computer Terminology, Intro to Windows environment, Intro to Internet and Email, Intro to Word Processing Software, Intro to Spreadsheet Software, Getting off to a Good Start, Learning and Personality Styles, Time and Money Management, Study and Test Taking Skills, Stress Management and Wellness, Communication Skills, and Career Exploration

PREREQUISITE(S)

None

COURSE OUTLINE

1. Computer Terminology
2. Intro to Windows Environment
3. Intro to Internet and Email
4. Intro to Word Processing Software
5. Intro to Spreadsheet Software
6. Getting Off to a Good Start
7. Learning & Personality Styles
8. Time & Money Management
9. Stress Management & Wellness
10. Study & Test Taking Skills
11. Communication Skills
12. Career Exploration

GENERAL EDUCATION CORE COMPETENCIES

STC 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 (ONLINE)

Online courses require students to be academically engaged each week doing course related 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 or receives an F in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress. **Students are expected to complete all tests and assignments by the due dates. Students are required to submit all assigned chapter assignments via the weekly drop boxes. ASSIGNMENTS WILL NOT BE ACCEPTED LATE FOR THIS CLASS. THIS INCLUDES BOOK WORK, DISCUSSION BOARDS, AND/OR TESTS. IF WORK IS NOT COMPLETED BY THE DUE DATES A GRADE OF ZERO WILL BE GIVEN. NO EXCEPTIONS.** Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam.

REMEMBER:
- **Submit all assignments in a Word document.**
- **Always use APA formatting (including headings).**
- **Do not plagiarize. All assignments should be completed in your own words.**

- **Submit all assignments as attachments through the provided digital drop box. (Assignments submitted in text box will receive a 0.)**
- **Do not submit any written assignment in text-like format. Use standard forms of writing.**
- **It is a good idea to save all your assignments on a jump drive or the student** R-**drive.**

<mark>Online students are responsible for checking e-mails and Blackboard announcements daily.</mark>

HAVEN: Southeastern Technical College has partnered with **EverFi,** whose mission is to help students address critical life skills such as alcohol abuse prevention, sexual assault prevention and financial literacy, in higher education institutions across the country. This is a **Mandatory requirement for this course**. **Failure to complete will result in an F for the course**. The live dates for HAVEN are located on your syllabus. Please locate the HAVEN folder in BLACKBOARD and follow directions.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related 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 will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55pm on Monday 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.
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 accessed 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.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the-originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates and times:

Proctored Exam over Chapters 12 & 13
Vidalia Campus, DATE HERE, TIME HERE. Vidalia Main Campus, Room # HERE. or
Swainsboro Campus, DATE HERE, TIME HERE. ROOM# HERE.

NO BOOKS ALLOWED IN TESTING ROOM

Please log into the proctored event folder and sign up for your preferred campus.

Do not forget to bring your ID.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC…)

Statement will vary per program, course, or instructor. Information should be included pertaining to such items as tests, quizzes, homework, etc…..

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:

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" 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 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 1st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1st 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, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website.

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
Exams	50%
Homework	10%
Proctored Event	20%
Final	20%

GRADING SCALE

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

COLL1040 College Foundations

FALL Semester 201812 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 **8/14—8/20**	Computer book	Introduction to Course Syllabus, Outline, Rules, Regulation Coverage **Computer Terminology** **Introduction to Windows Environment**	Log on to Blackboard and read orientation. Start Here- STC Pledge Acknowledgement Quiz (Located in getting started). **Due 8/17 by midnight.** Student Introduction Discussion Board- (Located in getting started) **Due 8/17 by midnight.** Complete New Student Questionnaire- **Due 8/17 by 11:55pm.** **Failure to complete the above assignments by due date will result in being dropped form the class as a no show.** Print syllabus and lesson plan. Become familiar with contents of Blackboard. **Computer Lab**-Complete **Independent Challenge 1**-page Concepts 28- Follow Directions found in Assignment drop box. **Computer Lab**- Complete **Independent Challenge 2**-page concepts 29-Follow Directions found in Assignment drop box. **Computer Lab**- Complete **Skills Review**-page windows 21 & 22-Follow Directions found in Assignment drop box. **Scavenger Hunt Quiz** **Exam -Computer Concepts**. **Complete online orientation and take Quiz**- You must pass the quiz before you may proceed with this course. **Read** Concepts & Windows chapters: The Enhanced Microsoft Office 2013. **Read** Introduction to Internet and Email **Read** Introduction to Word Processing and Software **All Computer Lab Assignments due 8/21 by 11:55pm**	1, 2 a, b, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 2 **8/21-8/27**	Computer Book	*Office 2016* *Introduction to Word Processing Software* **HAVEN is LIVE Aug. 21**	**Introspection Paper** Drop Box. **Office 2016** **Computer Lab**- Read pages office 6-7 on creating PowerPoints. Create a 3 slide PowerPoint on your favorite cartoon character. Follow Directions found in Assignment drop box. **Intro to Word Processing Software** **Computer Lab**-Complete **Skills Review**-page Word19-Word21. Follow Directions found in Assignment drop box. **Computer Lab**-Complete **Visual Workshop** page Internet Word 24. Follow Directions found in Assignment drop box. **Register and complete HAVEN** Read chapter 4. Read Introduction to Spreadsheet Software **All assignments due 8/28 by 11:55pm.**	3,4 a, b, c
Week 3 **8/28-9/3**	Computer Book/ Success Skills Book 4	*Introduction to Spreadsheet Software* **Chapter 4** *Time & Money Management*	**Exam Chapter 4.** Drop box- **Budget Spreadsheet** Discussion Board -**Time Management** **Intro to Spreadsheet Software** **Computer Lab**-Complete **Skills Review**-page Excel 19 & 20. Follow Directions found in Assignment drop box. **Computer Lab**-Complete **Independent Challenge 3**-page Excel 22 Read Chapters 1-3 **All assignments due 9/4 by 11:55pm.**	5,8 a, b, c
Week 4 **9/4-9/10**	1-3	**Chapter 1** *Learning by doing.* **Chapter 2** *Learning Styles.* **Chapter 3** *Concentration.*	**Exam Chapters 1-3.** Discussion Board: **Learning style Inventory**. Read chapters 7-9 **All assignments due 9/11 by 11:55pm.**	6,7 a, b, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 5 **9/11-9/17**	Success Skills Book 7,8,9	**Chapter 7** *Taking Notes from Reading material.* **Chapter 8** *Improving Reading Comprehension.* **Chapter 9** *Revving up reading.* **Watch Video: Paul Graham, Director of IT**	**Exam Chapters 7, 8, & 9.** Discussion Board-**Reading Speed.** **All assignments due 9/18 by 11:55pm.**	10 a, b, c
Week 6 **9/18-9/24**	Success Skills Book 5 & 6	**Chapter 5** *Studying Smart* **Chapter 6** *Note Taking Skills* **Watch Video: Helen Thomas, Special Needs Specialist**	Discussion Board: **Cornell Note Taking method and Mind Mapping** pages 160 – 169**.** **All assignments due 9/25 by 11:55pm.**	10 a, b, c
Week 7 **9/25-10/1**	Success Skills Book 5 & 6	*Chapter 5* *Studying Smart* **Chapter 6** *Note Taking Skills* **HAVEN Part 2 is LIVE 9/18**	**Exam Chapters 5 & 6.** **COMPLETE Part 2 of HAVEN** Read Chapter 10. **All assignments due 10/2 by 11:55pm.**	5 a, b, c
Week 8 **10/2-10/8**	Success Skills Book 10	**Chapter 10** *Mastering Tests*	**Exam Chapter 10.** Drop box- **Ten Rules of Test Taking.** Discussion Board-**Test Taking.** **All assignments due 10/9 by 11:55pm.**	10 a, b, c
Week 9 **10/9-10/15**	Wellness & Stress Management	*Wellness Stress Management* **Watch Video: Randy Pausch's Last lecture**	Download and Read Wellness PowerPoint. Discussion Board- **Randy Pausch's Last Lecture** **All assignments due 10/16 by 11:55pm.**	9 a, b, c
Week 10 **10/16-10/22**	Wellness & Stress Management	*Wellness Stress Management*	**Exam Wellness and Stress Management-** Questions will come from Wellness PowerPoint. Read Chapters 12 & 13. **All assignments due 10/23 by 11:55pm.**	9 a, b, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 11 10/23-10/29	Success Skills Book 12 & 13	**Chapter 12** *Reading and Researching Online.* **Watch Video: Leah Dasher, Librarian**	Drop Box – **Research Project**. **All assignments due 10/30 by 11:55pm.**	10 a, b, c
Week 12 10/30-11/5	Success Skills Book 12 & 13	**Chapter 13** *Writing in the real world.* **Proctored Event**	**Proctored Exam Chapter 12 & 13** **Vidalia Campus. DATE, TIME** **or** **Swainsboro Campus. DATE, TIME** **Rooms will be announced at a later date via email.** **Note*: Failure to complete this proctored exam will result in automatic F for the course.***	10 a, b, c
Week 13 11/6-11/12		*Communication Skills*	Watch Communication PowerPoint. Discussion Board: **Body Language-Power of Handshakes.** **All assignments due 11/13 by 11:55pm.**	11 a, b, c
Week 14 11/13-11/19		*Communication Skills*	**Exam Communication.** Questions will come from Communication PowerPoint **All assignments due 11/20 by 11:55pm.**	11 a, b, c
Week 15 11/20-11/26		Planning for the Future Goal writing Wrapping things Up!	Drop Box- **Goals/UGA Speech** **All assignments due 11/27 by 11:55pm.**	12 a, b, c
11/27-11/30		**FINAL EXAM**	**Final Exam** will post on 11/27 and will be **due 11/30 at 11:55pm**	

Competency Areas:
1. Computer Terminology
2. Intro to Windows Environment
3. Intro to Internet and Email
4. Intro to Word Processing Software
5. Intro to Spreadsheet Software
6. Getting Off to a Good Start
7. Learning & Personality Styles
8. Time & Money Management
9. Stress Management & Wellness
10. Study & Test Taking Skills
11. Communication Skills
12. Career Exploration

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.