



**COLL1040 COLLEGE FOUNDATIONS  
COURSE SYLLABUS  
Hybrid Term A  
FALL SEMESTER 201812**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/2625  
Class Location: Room 405 Main Building -Vidalia  
Class Meets: M-R 1:00pm-1:55pm  
CRN: 20022  
Preferred Method of Contact: EMAIL

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Pete Frost  
Office Location: Room 407 Main Building- Vidalia  
Office Hours: Mon. – Thur. 9:30am-12:00 noon  
Email Address: pfrost@southeasterntech.edu  
Phone: 912-538-3163  
Fax Number: 912-538-3156  
Tutoring Hours: Thursdays 4:30pm-5:30pm

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: David Standard  
Office Location: Room 418 Main Building-Vidalia  
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

**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**

*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, Cengage. (Bookstore Purchase Only)

**REQUIRED SUPPLIES & SOFTWARE**

Supplies can include pencils, pens, paper, notebooks, etc. Students are required to use Microsoft Applications

for this class, specifically Microsoft Word and Excel

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 (HYBRID)**

Students are expected to complete all tests and assignments by the due dates. NO assignments will be accepted after due dates and a grade of 0 will be assigned for all incomplete work. COLL1040 instructor requires students to submit all assignments through the Blackboard learning systems. Exams will be taken on Blackboard within the classroom and outside of class. Students are required to submit all work in **Microsoft**

**Word.** Blackboard assignments including essays, discussion boards, and drop box submissions which are not submitted through **Microsoft Word** will not receive credit. Instructor requires **all assignments in APA format and submitted via Blackboard.** **Assignments are to be submitted through Digital drop box or discussion boards only!**

**REMEMBER:**

1. Submit all assignments in a Word document.
2. Always use APA formatting (including headings).
3. Do not plagiarize. All assignments should be completed **in your own words.**
4. Submit all assignments as **attachments** through the provided digital drop box (Assignments submitted in text box will receive a 0.)
5. Do not submit any written assignment in text-like format. Use standard forms of writing.
6. It is a good idea to save all your assignments on a jump drive or the student R-drive.

**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.

### **HYBRID ATTENDANCE**

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](mailto: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](mailto: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 (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

Failure to take the chapter tests or final exam at the end of the semester will result in a grade of zero. No make-up exams are allowed. If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the exam will be reset. Instructor reserves the right to deduct points from the exam scores for exceeding the scheduled time limit on the exam. Assignment due dates are listed on the syllabus. Therefore, you are expected to have the assignment completed at the beginning of class on the date that it is due. **There will be NO MAKEUP of Final Exams!**

**NOTE:** Students who have **NO absences** and **NO tardies** will be allowed to exempt the final exam. Students who have absences that are excused under STC's attendance policy are not excused to exempt the final exam— **no exceptions!**

## 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:

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

## 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

<b>Assessment/Assignment</b>	<b>Percentage</b>
Exams	60%
Homework	20%
Final	20%
<b>Final Exempt Grading</b>	
Exams	70%
Homework	30%

## GRADING SCALE

<b>Letter Grade</b>	<b>Range</b>
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
<p>Week 1 Aug. 14-17</p>	<p>Computer Book</p>	<p>Introduction to Course—Syllabus, Outline, Rules, Regulation Coverage, Remind 101            STC policies and Procedures            Intro to Blackboard  <b>HAVEN</b>  <b>In Class: Lecture/Lab- Computer Terminology</b>  <b>Lab:</b> Complete Independent Challenge 1- page Concepts 28- Follow Directions found in Assignment drop box.  <b>Lab:</b> Complete Independent Challenge 2- page concepts 29-Follow Directions found in Assignment drop box.   <b>In Class: Lecture /Lab- Introduction to Windows Environment</b>  <b>Lab:</b> Complete Skills Review-page windows 21 &amp; 22-Follow Directions found in Assignment drop box.</p>	<p>Log on to Blackboard and read orientation.  <b>Hybrid:</b> Start Here- STC Pledge Acknowledgement Quiz (Located in getting started). <b>Due Aug. 17 by 11:55pm.</b>   <b>Hybrid:</b> Student Introduction Discussion Board- (Located in getting started) <b>Due Aug. 17 by 11:55pm.</b>  <b>Hybrid:</b> Complete New Student Questionnaire- <b>Due Aug. 24 by 11:55pm.</b>            Print syllabus and lesson plan.            Become familiar with contents of Blackboard.  <b>Hybrid:</b> Scavenger Hunt Quiz. <b>Due Aug 24 by 11:55pm.</b>  <b>Hybrid-</b> Computer Concepts Exam. <b>Due Aug. 24 by 11:55pm.</b>  <b>Hybrid:</b> Complete online orientation and take Quiz- You must pass the quiz before you may proceed with this course. <b>Due Aug. 24 by 11:55pm.</b>            Read Concepts &amp; Windows chapters: <i>The Enhanced Microsoft Office 2013.</i></p>	<p>1, 2 a, b, c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 2 Aug. 21-24	Guest Speaker	<p><b>In Class-Lecture Chapter 7- Taking notes form reading Material</b></p> <p><b>In Class-Lecture Chapter 8- Improving Reading Comprehension</b></p> <p><b>In Class-Lecture Chapter 9- Reeving up Your Reading</b></p> <p>Identify campus organizations</p> <p>Identify campus administration</p> <p>Discuss College Culture</p> <p>Discuss "Responsible Student"</p> <p><b>Guest Speaker: Karen Vereen-Registrar</b></p> <p><b>Guest Speaker: Mitchell Fagler- Director of Financial aid</b></p> <p>Financial Aid</p> <p>Student Loans</p> <p>Money Management</p> <p><b>HAVEN is Live- Aug. 21</b></p>	<p><b>Hybrid-Exam Chapters 7, 8 &amp; 9. (Mastery Exam) Due Aug. 31 by 11:55pm.</b></p> <p><b>Hybrid: Discussion Board- Reading Speed. Due Aug. 31 by 11:55pm</b></p> <p><b>Complete HAVEN Due Aug. 31 by 11:55pm.</b></p> <p>Read IE10 &amp;Word chapters: The Enhanced Microsoft Office 2013.</p>	6-12 a, b, c
Week 3 Aug. 28-31	Computer Book	<p><b>In Class: Lecture/Lab- Office 2016</b></p> <p><b>Lab:</b> 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.</p> <p><b>In Class: Lecture/Lab- Intro to Word Processing Software</b></p> <p><b>Lab:</b> Complete Skills Review-page Word19-Word21. Follow Directions found in Assignment drop box.</p> <p><b>Lab:</b> Complete <b>Visual Workshop</b> page Word 24. Follow Directions found in Assignment drop box.</p>	<p><b>Hybrid- Complete Learning Styles Inventory &amp; Discussion Board. Due Sept. 7 by 11:55pm</b></p> <p><b>Hybrid- Drop Box Introspection Paper. Due Sept. 7 by 11:55pm.</b></p> <p>Read Excel chapter: The Enhanced Microsoft Office 2013.</p>	3,4 a, c



Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 4 Sept. 5-7 (4 <sup>th</sup> is Holiday)	Computer Book	<p><b>In Class: Lecture/Lab:</b> <i>Intro to Spreadsheet Software</i></p> <p><b>Lab:</b> Complete Skills Review-page Excel 19 &amp; 20. Follow Directions found in Assignment drop box.</p> <p><b>Lab:</b> Complete Independent Challenge 3-page Excel 22</p> <p><b>In Class: Lecture-</b><i>Money Management Lecture</i></p> <p><b>In Class: Lecture-</b> Communication PowerPoint Lecture</p>	<p><b>Hybrid-Exam</b> Communications. <b>Due Sept. 14 by 11:55pm</b></p> <p><b>Watch Money Management Video.</b></p> <p><b>Hybrid-</b> Budget Spreadsheet. <b>Due Sept. 14 by 11:55pm</b></p> <p><b>Hybrid:</b> Discussion Board- Body Language-Power of Handshakes. <b>Due Sept. 14 by 11:55pm</b></p> <p>Read Chapters 1 &amp; 2</p>	5,8,11 a, b, c
Week 5 Sept.11-14	Ch. 1 & 2 Success Skills Book	<p><b>In Class: Lecture: Chapter 1</b> <i>Learning by doing</i></p> <p><b>In Class: Lecture: Chapter 2</b> <i>Discovering your learning style</i></p> <p><b>In Class: Lecture: Chapter 4</b> <i>Time Management</i></p> <p><b>In Class: Lecture:</b> <i>Wellness/Stress Management</i></p>	<p><b>Hybrid-Exam</b> Chapters 1-3. <b>Due Sept. 21 by 11:55pm</b></p> <p><b>Hybrid-Exam</b> Wellness. <b>Due Sept. 21 by 11:55pm.</b></p> <p><b>Hybrid-Exam</b> Chapter 4. <b>Due Sept. 21 by 11:55pm.</b></p> <p><b>Watch Time Quadrants Video</b></p> <p><b>Hybrid-</b> Discussion Board on Cornell Note Taking Method and Mind Mapping pages 160 – 169. <b>Due Sept. 21 by 11:55pm.</b></p> <p><b>Hybrid:</b> Discussion Board-Randy Pausch. <b>Due Sept. 21 by 11:55pm</b></p> <p>Read chapters 12 &amp; 13</p>	6,7 a, b, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 6 Sept.18-21	Ch. 12 & 13 Guest Speakers	<b>In Class Lecture: Chapters 12 &amp; 13</b> <i>Reading and Researching</i> Information Literacy <b>Leah Dasher</b> - Dir. Library Services <b>Paul Graham</b> , Dir. IT <b>Helen Thomas</b> , Special Needs Specialist <b>HAVEN is Live- Sept. 18</b>	<b>Hybrid-Exam Chapters 12&amp;13. Due Sept. 28 by 11:55pm</b>  <b>Hybrid- Drop Box Research Project. Due Sept. 28 by 11:55pm</b>  <b>Hybrid- Discussion Board for Time Management. Due Sept. 28 by 11:55pm.</b>  <b>HAVEN (Part 2) is due Sept. 28</b> Read chapter 4.	3,8 a, b, c
Week 7 Sept.25-28	Ch. 5, 6 Success Skills Book	<b>In Class: Lecture: Chapter 5</b> <i>Studying Smart</i> <b>Class: Lecture: Chapter 6</b> <i>Taking Notes in Class</i>	<b>Hybrid-Exam Chapters 5&amp;6. Due Oct. 5 by 11:55pm</b>  <b>Hybrid- Drop Box Goals. Due Oct. 5 by 11:55pm.</b>	9 a, b, c
Week 8 Oct. 2-5	Ch. 10 Success Skills Book	<b>Class: Lecture: Chapter 10</b> <i>Mastering Tests</i>  <b>Video-UGA Valedictorian Speech.</b>  <b>Final Exam in Class Oct 5</b>	<b>Final Exam in Class Oct 5.</b>	9 a, b, c

## 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.