



COLL 1040
College Foundations
COURSE SYLLABUS
Hybrid
Fall Semester 2017

COURSE INFORMATION

Credit Hours/Minutes: 3.5/2625

Class Location: Building 6/Computer Lab

Class Meets: 6:00-8:50 p.m., W

CRN: 20069

Preferred Method of Contact: College Email found at portal.office.com

INSTRUCTOR CONTACT INFORMATION

Instructor Name: James May

Office Location: Room 6215- Leisa Dukes (Full time instructor)

Office Hours of Day Instructor: M/3:00 -6:00

Email Address: jmay@southeasterntech.edu

Phone: 478-289-2345

Fax Number: 478-289-2224

Tutoring Hours (if applicable): same as office hours

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, ISBN: 13:978-0-538-72963-5 2007 "AND" The Enhanced Microsoft Office 2013. Illustrated Introductory, first Course, 1st edition, Cram, Duffy Freidrichsen, Cengage (Book Store Purchase Only)

REQUIRED SUPPLIES & SOFTWARE

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: 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: 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. Getting Off to a Good Start
2. Learning & Personality Styles
3. Time & Monday Management
4. Stress Management & Wellness
5. Study & Test Taking Skills
6. Communication Skills
7. 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. Therefore, it is vital to be in class every day. COLL1040 instructor requires students to submit all assignments through the BBL learning systems. Exams will be taken mostly in BBL. Your final exam will be taken in class. Your weekly assignments will be completed in BBL. Students are required to submit all work in **Microsoft Word**. BBL 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 BBL.](#)

Assignments are to be submitted through Digital drop box or discussion boards only!

Students are not allowed to use their cell phones in class. If you have an emergency, please step outside the class to handle your telephone conversation. Texting in class is not allowed. Remember: Submit all assignments in Word document, always use APA formatting, do not plagiarize, and submit all assignments as attachments through the provided digital drop box. All assignments submitted in text box will receive a zero. 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.

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. 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, 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 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.

NOTE: If you have perfect attendance with NO tardies and No absences, you can exempt the final exam.

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

Makeups will be given at the discretion of the instructor.

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.

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 1 st Street, Vidalia Office 108 Phone: 912-538-3126	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
hthomas@southeasterntech.edu	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
Final Exam	20%
Exams	60%
Assignments	20 %
Total	100 %

GRADING SCALE

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

COLL 1040- College Foundations

Fall Semester 2018 Lesson Plan

Note: Adjunct teacher will fill in the lesson plan with his dates.

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1	The Enhanced Microsoft Office 2013	<p>Introduction to Course—Syllabus, Outline, Rules, Regulation Coverage, STC policies and Procedure, Introduction to Blackboard</p> <p>HAVEN- Available: Part I- Due Date given by instructor.</p> <p>Computer Terminology- Understanding Essential Computer Concepts</p> <p><u>Intro. To Windows Environment- Getting Started with Windows 8</u></p>	<p>Log on to BBL and read orientation.</p> <p>Hybrid: Week 1 in BBL under Assignments: Complete new student questionnaire for Student Affairs in BBL- Print syllabus and lesson plan. Become familiar with Blackboard.</p> <p>Read Concepts- Unit A</p> <p>Read- Windows 8 Unit A and B</p> <p>Complete the Computer Term Worksheet</p> <p>Due dates will be given by your instructor.</p>	1 a-c
Week 2	The Enhanced Microsoft Office 2013	<p>Intro, to Internet and Email</p> <p>Intro. to Word Processing Software-</p> <p style="text-align: center;">-</p>	<p>Computer Term Quiz</p> <p>Read- Internet Explorer 10- Unit A</p> <p>Read Word 2013- Unit A</p> <p>Type Memo: Quest. Specialty Travel</p> <p>Hybrid: Complete Week 2 folder in BBL</p> <p>Due dates will be given by your instructor.</p>	1 a-c
Week 3		<p>Karen Vereen- Guest Speaker Mitchell Fagler -8/30/17</p> <p>Intro. To Spreadsheets Software</p>	<p>Read Excel 2013 Unit A</p> <p>Open and Modify Excel Spreadsheet</p> <p>Ex. A-1.xlsx</p> <p>Hybrid Drop Box: Introspection Paper Submit in BBL</p> <p>Hybrid Complete week 3- folder in BBL.</p> <p>Due dates will be given.</p>	1 a-c
Week 4	Success Skills Strategies for Study and Life Long Learning 1-3	<p>Lecture Chapter 1- Active Student</p> <p>Lecture Chapter 2- Learning Styles</p> <p>Lecture Chapter 3- Creating Concentration</p>	<p>Hybrid: Complete Week 4 folder in BBL.</p> <p>Due dates will be given by the instructor</p>	1,2 a-c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 5	<p>In class: Lecture: Chapter 4 Time and Money Management Wellness</p> <p>In class: Lecture: Chapter 5 Studying Smart</p> <p>In class: Lecture: Chapter 6 Taking Notes in Class</p>	<p>Chapter 4 Time and Money Management Wellness</p> <p>Chapter 5 Studying Smart</p> <p>Chapter 6 Taking Notes in Class</p>	<p>Hybrid: Exam Chapters 1-3- Due Date given by Instructor Read Ch. 4-6</p> <p>Watch Time Management video</p> <p>Complete DQ- Time Mangmt.</p> <p>Complete DQ- Studying Smarter</p> <p>Hybrid: Complete Week 5 folder in BBL.</p> <p>Due dates will be given by the instructor.</p>	<p>3-5 a-c</p>
Week 6	Chapters 7-9	<p>Lecture: Chapter 7 Taking Notes from Reading Material</p> <p>Lecture Chapter 8- Improving Reading Comprehension</p> <p>Lecture Chapter 9 Reviving Up your Reading</p>	<p>Hybrid Exam Ch. 4-6</p> <p>Hybrid Complete Week 6 folder in BBL.</p> <p>Due dates will be given by the instructor.</p>	<p>5-6 a-c</p>
Week 7	Chapter 10	<p>Lecture: Ch. 10 Mastering Tests</p> <p>Lecture Ch. 11 Using Your Critical and Creative Mind</p>	<p>Hybrid: Exam Ch. 7-9</p> <p>Due dates will be given by the instructor.</p> <p>Read Ch. 10-11.</p> <p>Complete- Challenges of a College Student.</p> <p>Complete 5W's and H</p>	<p>5 a-c</p>
Week 8	Chapters 12-13	<p>Lecture- Ch. 12 Reading and Researching Online</p> <p>Lecture Ch. 13 Writing in the Real World</p>	<p>Complete Ch. 10- Due date given by Instructor</p> <p>No Assignments due in weekly folder.</p>	<p>7 a-c</p>
Week 9		Review for Final exam		<p>1-6 a-c</p>
Week 10		<p>Final Exam- In class -Closed Book-</p> <p>Note: Final Exam will contain 10-15 questions from the computer book as well as questions from the Success Book</p>		<p>1-5 a-c</p>

Competency Areas: (will vary for each course/taken from state standards)

1. Getting Off to a Good Start
2. Learning & Personality Styles
3. Time & Monday Management
4. Stress Management & Wellness
5. Study & Test Taking Skills
6. Communication Skills
7. 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.