COLL1040 COLLEGE FOUNDATIONS
COURSE SYLLABUS
Hybrid
Spring Semester 201814

COURSE INFORMATION

Credit Hours: 3/Minutes: 2625
Class Location: Room 2131-Swainsboro
Class Meets: Tuesday and Thursday 11:00-12:20 **Face to Face 60%/ Hybrid 40%**
CRN: 40103
Preferred Method of Contact: lthomas@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Laquanda Thomas
Office Location: 2132, Building 2- Swainsboro
Office Hours: Tuesday & Thursday 1:00-3:00
Email Address: Laquanda Thomas (lthomas@southeasterntech.edu)
Phone: 478.289.2219
Fax Number: 478.289.2263
Tutoring Hours: Tuesday & Thursday 1:00-3:00

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.

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's Catalog and Handbook (http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

The Enhanced Microsoft Office 2013: Illustrated Introductory, First Course. 2nd edition. **Cram, Duffy, Freidrichsen**, Cengage. (Bookstore Purchase Only)

REQUIRED SUPPLIES & SOFTWARE

Folder with pockets, loose-leaf paper, binder, pencils, pens, **reliable** internet access, personal e-mail account, and access to STC's Information Delivery System (IDS) -- Students are required to use Microsoft Applications for this class, specifically Microsoft Word.

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 Georgia Virtual Technical Connection (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. COLL1000 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. 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 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" (Failing 0-59) 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 (hthomas@southeasterntech.edu), 912-538-3126, 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](mailto:hthomas@southeasterntech.edu) (hthomas@southeasterntech.edu), 912-538-3126.

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" (Withdrawn) 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.

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

Ample time is sufficient to complete assignments and to complete your tests. If that test or assignment is not completed by the due date, a grade will result in a zero. There will be no extensions unless stated by the instructor. So, if you do not complete a test, you will receive a zero for the test.

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 third 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

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

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 Southeastern Technical College's Website (www.southeasterntech.edu).

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	60%

Assessment/Assignment	Percentage
Homework	20%
Final	20%
Final Exempt Grading	
Exams	70%
Homework	30%

GRADING SCALE

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

COLL1040 COLLEGE FOUNDATIONS

Spring Semester 201814 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 January 9 & 11	Computer Book	Introduction to Course—Syllabus, Outline, Rules, Regulation Coverage, STC policies and Procedures Intro to Blackboard **HAVEN** **In Class/Lab**- *Computer Terminology* **In Class/Lab**: Complete Independent Challenge 1-page Concepts 28- Follow Directions found in Assignment drop box. **In Class/Lab**: Complete Independent Challenge 2-page concepts 29-Follow Directions found in Assignment drop box. **In Class/Lab**- *Introduction to Windows Environment* **Lab**: Complete Skills Review-page windows 21 & 22-Follow Directions found in Assignment drop box.	Log on to Blackboard and read orientation. **Hybrid-**Start Here- STC Pledge Acknowledgement Quiz (Located in getting started). **Due January 16 by 11:59pm.** **Hybrid-**Student Introduction Discussion Board- (Located in getting started) **Due January 16 by 11:59pm.** **Hybrid:** Complete New Student Questionnaire- **Due January 16 by 11:59pm.** Print syllabus and lesson plan. Become familiar with contents of Blackboard. **Hybrid-**Scavenger Hunt Quiz**. Due Due January 16 by 11:59pm.** **Hybrid**- Computer Concepts Exam. **Due January 16 by 11:59pm.** **Hybrid:** Complete online orientation and take Quiz- You must pass the quiz before you may proceed with this course**.** **Due January 16 by 11:59pm.** Read Concepts & Windows chapters: *The Enhanced Microsoft Office 2013*.	1, 2 a, b, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 2 January 16 & 18	Guest Speakers	Identify campus organizations Identify campus administration Discuss College Culture Discuss "Responsible Student" Guest Speaker: **Karen Vereen-Registrar** Financial Aid Student Loans Money Management Guest Speaker: **Mitchell Fagler-Director of Financial aid** **HAVEN is Live**	**Hybrid**-Exam Chapters 7, 8 & 9. (Mastery Exam) **Due January 23 by 11:59 pm.** **Hybrid:** Discussion Board-**Reading Speed-Due January 23 by 11:59 pm.** Complete HAVEN **Due January 23 by 11:59 pm.** **Hybrid**: Financial Aid Reflection. **Due February 6 by 11:59 pm.** **Hybrid**: Registrar Reflection. **Due February 6 by 11:59 pm.** Read IE10 &Word chapters: The Enhanced Microsoft Office 2013.	6-12 a, b, c
Week 3 January 23 & 25	Computer Book	**In Class/Lab**- *Office 2016* **In Class/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. **In Class/Lab**- *Intro to Word Processing Software* **In Class/Lab**: Complete Skills Review-page Word19-Word21.Follow Directions found in Assignment drop box. **In Class/Lab**: Complete **Visual Workshop** page Word 24. Follow Directions found in Assignment drop box.	**Hybrid**- Complete Learning Styles Inventory & Discussion Board. **Due January 30 by 11:59 pm.** **Hybrid**- Drop Box: Introspection Paper**. Due February 1 by 11:59 pm.** **Hybrid**: Registrar Reflection. **Due February 6 by 11:59 pm.** Read Excel chapter: The Enhanced Microsoft Office 2013.	3,4 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 4 January 30 & February 1	Computer Book	**In Class/Lab**: *Intro to Spreadsheet Software* **In Class/Lab**: Complete Skills Review-page Excel 19 & 20. Follow Directions found in Assignment drop box. **In Class/Lab**: Complete Independent Challenge 3-page Excel 22 **In Class Lecture**-*Money Management*	**Watch Money Management Video.** **Hybrid**- Budget Spreadsheet. **Due February 6 by 11:59 pm.** Read Chapters 1 & 2	5,8,11 a, b, c
Week 5 February 6 & 8	Ch. 1 & 2	**In Class Lecture**: **Chapter 1** *Learning by doing* **In Class Lecture**: **Chapter 2** *Discovering your learning style*	**Hybrid**-Exam Chapters 1&2. **Due February 13 by 11:59 pm.** **Hybrid**-Randy Pausch Discussion Board. **Due February 13 by 11:59 pm.** Read chapters 12 & 13	6,7 a, b, c
Week 6 February 13 & 15	Ch. 12 & 13 Guest Speakers	**In Class Lecture: Chapters 12 & 13** *Reading and Researching* Information Literacy **Leah Dasher**- Dir. Library Services **Paul Graham**, Dir. IT **Helen Thomas**, Special Needs Specialist	**Hybrid**-Exam Chapters 12&13. **Due February 22 by 11:59 pm** **Hybrid**- Drop Box Research Project. **Due February 24 by 11:59 pm.** **Hybrid**- Discussion Board for Time Management. **Due February 22 by 11:59 pm.** Read chapter 4.	3, a, b, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 7 February 20 & 22	Ch. 4	**In Class Lecture:** Chapter 4:Time Management *PowerPoint –Wellness/* *Stress Management* **HAVEN is Live**	**Hybrid**-Exam Wellness**. Due March 1 by 11:59 pm.** **Hybrid**-Exam Chapter 4. **Due March 1 by 11:59 pm.** **Watch Time Quadrants Video** **Hybrid**- Discussion Board on Cornell Note Taking Method and Mind Mapping pages 160 – 169. **Due March 1 by 11:59 pm.** **HAVEN is due March 1 by 11:59 pm.** Read Chapters 5,6, & 10	9 a, b, c
Week 8 February 27 & March 1	Ch. 5 & 6	**In Class Lecture: Chapter 5** *Studying Smart* **In Class Lecture: Chapter 6** *Taking Notes in Class* **In Class Lecture-** *Communication* **PowerPoint Lecture**	**Hybrid:** Discussion Board- **Body Language-Power of Handshakes. Due March 6 by 11:59 pm.** **Hybrid**-Exam Chapters 5 & 6. **Due March 8 by 11:59 pm.** **Hybrid**-Communication Exam. **Due March 8 by 11:59 pm.** **Read Chapter 10**	10 a, b, c
Week 9 March 6 & 8	Ch. 10	**In Class Lecture: Chapter 10** *Mastering Tests* **Video-UGA Valedictorian Speech**	**Hybrid:** Exam Chapter 10**. Due March 13 by 11:59 pm.** **Hybrid- Drop Box:** Ten Rules of Test Taking**. March 13 by 11:59 pm.** **Hybrid**- Discussion Board: Test Taking. **March 15 by 11:59 pm**. **Hybrid**- Drop Box- GOALS/ UGA Speech. **March 15 by 11:59 pm.**	12 a, b, c
Week 10 March 13		**FINAL Exam- In Class**		1-12 a, b, c

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

Introspection Paper Assignment RUBRIC

Student_____

Criteria	5 Points Outstanding	4 Points Proficient	3 Points Basic	2 Points Below Expectations	Total Points
Critical Thinking/ Analysis	Paper is rich in content. Generates thought provoking questions. Writer shows self-insight and Identifies positive and negative personal traits. Identifies goals and shows direction.	Writing is substantial in content. Shows some insight and analysis has taken place.	Writing is generally competent. Information is thin and commonplace. Writing shows a lack of understanding of self. Little analysis and insight is evident. Writer goes no father than class discussions	Rudimentary and superficial. No analysis or insight is displayed. Assignment is not understood.	____X 10 Total_____
Connections	Clear connections to previous or current real life situations. Clear examples were identified and related to personal experiences	Connections are somewhat evident. Some connection with real life situations but not very clear or obvious	Limited connections. Vague generalities	No connections. Off topic	____ X 4 Total_____
Uniqueness	New Ideas. New Connections. Writer clearly expressed insight and formulated new ideas and critical "outside the box" thinking. Personal goals are addressed.	Contains new ideas or insight but lacks depth and/or detail. Writer is unable to elaborate on ideas	Few or no new ideas or connections. No personal connections.	No new ideas. No insight or uniqueness evident	____ X 3 Total_____
Stylistics	1 or 2 grammatical or stylistic errors	3-5 grammatical or stylistic errors	5 or more obvious grammatical errors. Errors interfere with discussion content	Obvious Grammatical errors that makes understanding impossible	____ X 3 Total_____
					Total Pts. ___/100

NOTES:

Discussion Board Rubric

Instructor: David Standard

All discussion boards **MUST** contain 1 post and a minimum of 2 replies

Original Post must contain a minimum of **100 words**

Replies must contain a minimum of **50 words**

Criteria	5 Points Outstanding	4 Points Proficient	3 Points Basic	2 Points Below Expectations
Critical Thinking	Discussion is rich in content. Generates thought provoking questions. Poster shows insight and analysis of subject	Discussion is substantial in content. Shows some insight and analysis has taken place.	Discussion is generally competent. Information is thin and commonplace	Rudimentary and superficial. No analysis or insight is displayed
Connections	Clear connections to previous or current real life situations.	Connections are somewhat evident. Some connection with real life situations but not very clear or obvious	Limited connections. Vague generalities	No connections. Off topic
Uniqueness	New Ideas. New Connections. Discussions are made with depth and detail	Contains new ideas or discussions but lacks depth and/or detail	Few or no new ideas or connections. Discussions rehash or summarize other postings.	No new ideas. " I agree with…" "I like that concept…." Etc…. statements
Timeliness	ALL required postings are completed in advance of deadline. Discussions and replies are completed throughout the discussion to ensure that others have time to read and respond	All required discussions are completed by deadline. Some replies or discussions are not completed in time for others to read and respond	All required discussions are completed at the last minute without allowing time for others to read and respond.	Some or all required postings are missing
Stylistics	1 or 2 grammatical or stylistic errors	3-5 grammatical or stylistic errors	5 or more obvious grammatical errors. Errors interfere with discussion content	Obvious Grammatical errors that makes understanding impossible
TOTALS				
X 4				
Total Pts. ___/100				

NOTES:

Written Assignments- Drop Box

Standard

Grade	Description
A = 95	The A paper engages the reader's interest and shows strength of composition: clear, logical ideas; original thought; careful word choice and effective phrasing; no serious errors; and concentration on main purpose, with strong development and support.
B = 85	The B paper shows strength in most areas of composition: a clearly stated central purpose along with logical and adequate development. It includes one (1) serious error. Although showing competence, the B paper lacks the original thought and style that characterize an A paper.
C = 75	The C paper is a satisfactory composition with a worthwhile central development. Although it may be organized clearly and logically, its paragraphs may not be as fully developed as those in a B paper. It may have up to two (2) serious errors. While a C paper may have correction marks on it, it lacks clarity of thought and expression to be considered above average.
D= 65	The D paper indicates below-average achievement in expressing ideas correctly, sensibly, and effectively. A D paper contains three (3) serious errors and fails to present a central idea or to develop it adequately.
F = 55	The F paper may have one or more of the following problems: four (4) or more serious errors in grammar, spelling, punctuation, and sentence structure; missing or vague main idea; incomplete development or lack of specific support, or failure to follow directions.
0= No credit received	Plagiarism: Copying word-for-word from an outside source of information without giving proper credit.

NOTES: