



COLL 1040/College Foundations

COURSE SYLLABUS

Hybrid (60 % In Class- 40% Online)

Spring Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 3.5 /2625

Class Location: Room 6215/Larry Butch Parrish Building

Class Meets: Tuesday and Thursday- 9:30-10:50 – Term C- (1/8/18-3/14/18); Hybrid (60%In Class-40% Online)

Course Reference Number (CRN): 40102

Preferred Method of Contact: Blackboard (BBL) Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Leisa Dukes

Office Location: Room 6216

Office Hours: 3:00-5:00 P.M. (Monday-Wednesday)

Email Address: [Leisa Dukes \(ldukes@southeasterntech.edu\)](mailto:ldukes@southeasterntech.edu) Phone: 478-289-2345

Fax Number: 478-289-2224

Tutoring Hours: 3:00-5:00 p.m. (Monday-Wednesday)

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 STUDENT HANDBOOK

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

REQUIRED TEXT

The Enhanced Microsoft Office 2013. Illustrated Introductory, first Course, 3rd 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 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: Getting off to a Good Start, Learning and Personality Styles, Time and Money Management,

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 & Money Management
4. Stress Management & Wellness
5. Study and 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.

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 \(hthomas@southeasterntech.edu\)](mailto: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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

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 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...)

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" (Withdrawal Failing) 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:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox 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 Southeastern Technical College'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 Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (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 INCLUDING FINAL EXAM

Assessment/Assignment	Percentage
Exams	60 %
Homework/Online Assignments	20 %
Final Exam	20 %
Total	100 %

GRADING POLICY EXCLUDING FINAL EXAM

Assessment/Assignment	Percentage
Exams	70 %
Homework/Online Assignments	30 %
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
2018 Spring Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1	The Enhanced Microsoft Office 2013	<p>In Class: Introduction to Course— Syllabus, Outline, Rules, Regulation Coverage, STC policies and Procedure, Introduction to Blackboard HAVEN-To Be Announced (TBA) Part I- TBA</p> <p>Computer Terminology- Understanding Essential Computer Concepts</p> <p><u>Intro. To Windows Environment-</u> Getting Started with Windows</p>	<p>Hybrid: Log on to BBL and read orientation.</p> <p>Hybrid: Week 1 in BBL under Assignments.</p> <p>Complete new student questionnaire for Student Affairs in BBL.</p> <p>Complete the online orientation by Print syllabus and lesson plan.</p> <p>Become familiar with Blackboard.</p> <p>Read Concepts- Unit A Read- Windows 8 Unit A and B</p> <p>Complete the Computer Term Worksheet by All Week 1 Assignments Due: _____.</p>	1 a-c
Week 2	The Enhanced Microsoft Office 2013	<p>In Class: Introduction to Internet and Email Intro. to Word Processing Software-</p> <p>Guest Speaker Karen Vereen – Guest Speaker-</p>	<p>Computer Term Quiz Read- Internet Hybrid: Explorer 10- Unit A Read Word 2013- Unit A Hybrid: All Week 2 Assignments Due: _____.</p>	1 a-c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		In Class: Mitchell Fagler- Guest Speaker –Financial Aid- Jamie Powers- Guest Speaker – (Computer Portion) – location To Be Announced (TBA)-	Read Excel 2013 Unit A Hybrid: Open and Modify Excel Spreadsheet Ex. A-1.xlsx Hybrid Drop Box: Hybrid: Complete weekly folder Complete Weekly Folder By:_____	1 a-c
Week 3	Getting Off to a Good Start Learning and Personality Styles	In Class: Active Student Learning Styles Creating Concentration Communication Skills	Hybrid: Complete DQ- Mitchell Fagler Complete Exam #1 online by_____. Hybrid: Complete Weekly folder in BBL Due Date:	1-2 a-c
Week 4	Time and Money Management Stress Management and Wellness	In Class: Time and Money Management Wellness Stress Management and Wellness Studying Smart Taking Notes in Class	Hybrid: Complete Exam #2 online by _____. Hybrid: Complete Weekly folder in BBL Due Date: _____	3-5 a-c
Week 5	Learning and Personality Styles	In Class: Using Your Critical and Creative Mind Communication Skills	Hybrid: Exam #3 Due online by _____. Weekly Folder Due Date: _____	3-5 a-c
Week 6	Study and Test Taking skills	In Class: Mastering Tests Using Your Critical and Creative Mind	Hybrid: Complete Exam #4 by _____. Weekly Folder Due Date: _____.	5 a-c
Week 7	Career Exploration	In Class: Reading and Researching Online	Hybrid Complete Exam #5 – Due Date: _____. Hybrid -Weekly Folder Due Date:	6-7 a-c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area

Week 8	Career Exploration	Reading and Researching Online Writing in the Real World	Hybrid: Complete Weekly folder by _____.	1-7 a-c
Week 9		In Class: Leah Dasher- Guest Speaker Review For Final Exam	Hybrid: Complete Weekly folder by _____. Study for final exam.	7 a-c
Week 10		Last Day of Class: 10/23/17 In Class: Final Exam: 10/23/17		1-7 a-c

COURSE COMPETENCIES:

1. Getting off to a Good start
2. Learning and Personality Styles
3. Time and Money Management
4. Stress Management and Wellness
5. Study and 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.

Discussion Board Rubric Instructor: Leisa Dukes

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

Original Post must contain a minimum of 50 **words**

Replies must contain a minimum of 25 **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 Points ___/100				

NOTES: