



COLL1040 COLLEGE FOUNDATIONS

COURSE SYLLABUS

Online

Spring Semester 201814

COURSE INFORMATION

Credit Hours/Minutes: 3/2625 Institutional Credit

Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 40159

Preferred Method of Contact: EMAIL

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Brad Hart

Email Address: [Brad Hart \(brhart@southeasterntech.edu\)](mailto:brhart@southeasterntech.edu)

Day Time Instructor: David Standard

Office Location: 418

Office Hours: Monday - Thursday. 9:30 am – 12:00 noon

Email Address: [David Standard \(dstandard@southeasterntech.edu\)](mailto:dstandard@southeasterntech.edu)

Phone: 912-538-3173

Fax Number: 912-538-3156

Tutoring Hours: Thursdays 4:30 pm – 5:30 pm

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 \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

College 1040, College Foundations, 2nd edition. Beskeen, Cram, Duffy, Freidrichsen and Reding (Book Store 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.** 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" (Failing 0-59) 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 American Psychological Association (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 drive.**

Online students are responsible for checking e-mails and Blackboard announcements daily.

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** (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), 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.

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:

Vidalia Campus. March 26, at 9am

or

Swainsboro Campus. March 28 at 2pm

Rooms will be announced at a later date via email.

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 Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and 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" (Withdrawn 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

Assessment/Assignment	Percentage
Exams	50%
Assignments	10%
Proctored Event	20%
Final	20%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79

Letter Grade	Range
D	60-69
F	0-59

COLL 1040 College Foundations
Spring Semester 201814 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p style="text-align: center;">Week 1 January 8- January 14</p>	<p>Computer book</p>	<p>Introduction to Course Syllabus, Outline, Rules, Regulation Coverage</p> <p>Computer Terminology</p> <p>Introduction to Windows Environment</p>	<p>Log on to Blackboard and read orientation.</p> <p>Start Here- STC Pledge Acknowledgement Quiz (Located in getting started). Due January 12 by midnight.</p> <p>Student Introduction Discussion Board- (Located in getting started) Due January 12 by midnight.</p> <p>Complete New Student Questionnaire- Due January 15 by 11:55pm.</p> <p>Failure to complete the above assignments by due date will result in being dropped from the class as a no show.</p> <p>Print syllabus and lesson plan. Become familiar with contents of Blackboard.</p> <p>Computer Lab-Complete Independent Challenge 1-page Concepts 28- Follow Directions found in Assignment drop box.</p> <p>Computer Lab- Complete Independent Challenge 2-page concepts 29-Follow Directions found in Assignment drop box.</p> <p>Computer Lab- Complete Skills Review-page windows 21 & 22-Follow Directions found in Assignment drop box.</p> <p>Scavenger Hunt Quiz</p> <p>Exam -Computer Concepts.</p> <p>Complete online orientation and take Quiz- You must pass the quiz before you may proceed with this course.</p>	<p>1, 2 a, b, c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			<p>Read Concepts & Windows chapters: The Enhanced Microsoft Office 2013.</p> <p>Read Introduction to Internet and Email</p> <p>Read Introduction to Word Processing and Software</p> <p>All Computer Lab Assignments due January 15 by 11:55pm</p>	
<p>Week 2 January 15- January 21</p>	<p>Computer Book</p>	<p><i>Office 2016</i></p> <p><i>Introduction to Word Processing Software</i></p> <p>HAVEN is LIVE January 15</p>	<p>Introspection Paper Drop Box.</p> <p>Office 2016</p> <p>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.</p> <p>Intro to Word Processing Software</p> <p>Computer Lab-Complete Skills Review-page Word19-Word21. Follow Directions found in Assignment drop box.</p> <p>Computer Lab-Complete Visual Workshop page Internet Word 24. Follow Directions found in Assignment drop box.</p> <p>Register and complete HAVEN</p> <p>Read chapter 4.</p> <p>Read Introduction to Spreadsheet Software</p> <p>All assignments due January 22 by 11:55pm.</p>	<p>3,4 a, b, c</p>
<p>Week 3 January 22- January 28</p>	<p>Computer Book Success Skills PowerPoints</p>	<p><i>Introduction to Spreadsheet Software</i></p> <p>PowerPoint <i>Time & Money Management</i></p>	<p>Exam Time Management. Drop box- Budget Spreadsheet Discussion Board -Time Management</p> <p>Intro to Spreadsheet Software</p> <p>Computer Lab-Complete Skills Review-page Excel 19 & 20. Follow Directions found in Assignment drop box.</p>	<p>5,8 a, b, c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			<p>Computer Lab-Complete Independent Challenge 3-page Excel 22</p> <p>Read Chapters 1-3</p> <p>All assignments due January 29 by 11:55pm.</p>	
<p>Week 4 January 29- February 4</p>	<p>Success Skills PowerPoints</p>	<p>PowerPoint <i>Learning by doing.</i></p> <p>PowerPoint <i>Learning Styles.</i></p> <p>PowerPoint <i>Concentration.</i></p>	<p>Exam: Getting off to a Good Start. (Material comes from –Learning by Doing, Learning Styles & Concentration PowerPoints)</p> <p>Discussion Board: Learning style Inventory.</p> <p>Read chapters 7-9</p> <p>All assignments due February 5 by 11:55pm.</p>	<p>6,7 a, b, c</p>
<p>Week 5 February 5- February 11</p>	<p>Success Skills PowerPoints</p>	<p>PowerPoint <i>Taking Notes from Reading material.</i></p> <p>PowerPoint <i>Improving Reading Comprehension.</i></p> <p>PowerPoint <i>Revving up reading.</i></p> <p>Watch Video: Paul Graham, Director of IT</p>	<p>Reading Exam- (Material comes from Reading PowerPoints)</p> <p>Discussion Board-Reading Speed.</p> <p>All assignments due February 12 by 11:55pm.</p>	<p>10 a, b, c</p>
<p>Week 6 February 12- February 18</p>	<p>Success Skills PowerPoint Studying Smart Note Taking Skills</p>	<p>PowerPoint <i>Studying Smart</i></p> <p>PowerPoint <i>Note Taking Skills</i></p> <p>Watch Video: Helen Thomas, Special Needs Specialist</p>	<p>Discussion Board: Cornell Note Taking method and Mind Mapping pages 160 – 169.</p> <p>All assignments due February 19 by 11:55pm.</p>	<p>10 a, b, c</p>
<p>Week 7 February 19- February 25</p>	<p>Success Skills PowerPoint Studying Smart Note Taking</p>	<p>PowerPoint <i>Studying Smart</i></p> <p>PowerPoint <i>Note Taking Skills</i></p>	<p>Exam: Studying Smart/Note Taking.</p> <p>COMPLETE Part 2 of HAVEN</p> <p>Read Chapter 10.</p>	<p>5 a, b, c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
	Skills	HAVEN Part 2 is LIVE 9/18	All assignments due February 26 by 11:55pm.	
Week 8 February 26- March 4	Success Skills Book PowerPoint Mastering Tests	PowerPoint <i>Mastering Tests</i>	Exam Mastering Tests. Drop box- Ten Rules of Test Taking. Discussion Board- Test Taking. All assignments due March 5 by 11:55pm.	10 a, b, c
Week 9 March 5- March 11	Wellness & Stress Management	PowerPoint <i>Wellness</i> <i>Stress Management</i> Watch Video: Randy Pausch's Last lecture	Download and Read Wellness PowerPoint. Discussion Board- Randy Pausch's Last Lecture All assignments due March 12 by 11:55pm.	9 a, b, c
Week 10 March 12- March 18	Wellness & Stress Management	PowerPoint <i>Wellness</i> <i>Stress Management</i>	Exam Wellness and Stress Management- Questions will come from Wellness PowerPoint. Read Chapters 12 & 13. All assignments due March 19 by 11:55pm.	9 a, b, c
Week 11 March 19- March 25	Success Skills PowerPoints Reading & Researching	PowerPoint <i>Reading and Researching Online.</i> Watch Video: Leah Dasher, Librarian	Drop Box – Research Project. All assignments due March 26 by 11:55pm.	10 a, b, c
Week 12 March 26 April 1	Success Skills PowerPoints Reading & Researching	PowerPoint <i>Writing in the real world.</i> <u>Proctored Event</u>	<u>Proctored Exam:</u> Reading & Researching Vidalia Campus. March 26, at 9am <u>or</u> Swainsboro Campus. March 28 at 2pm 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
April 2- April 5		<i>Spring Break</i>	No Class	
Week 13	Communication PowerPoint	<i>Communication Skills</i>	Watch Communication PowerPoint. Discussion Board: Body Language-	11 a, b, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
April 9- April 15			Power of Handshakes. All assignments due April 16 by 11:55pm.	
Week 14 April 16- April 22	Communication PowerPoint	<i>Communication Skills</i>	Exam Communication. Questions will come from Communication PowerPoint All assignments due April 23 by 11:55pm.	11 a, b, c
Week 15 April 23- April 29	Career Exploration PowerPoint	Planning for the Future Goal writing Wrapping things Up!	Drop Box- Goals/UGA Speech All assignments due April 30 by 11:55pm.	12 a, b, c
April 30- May 1		FINAL EXAM	Final Exam will post on April 30 and will be due May 1 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.