



**COLL 1040 COLLEGE FOUNDATIONS
COURSE SYLLABUS
Hybrid Term A
SUMMER SEMESTER 201916**

COURSE INFORMATION

Credit Hours/Minutes: 3/2625
Campus/Class Location: Vidalia Main Campus. Room 405
Class Meets: 40% Online / 60 % face to face on Monday - Thursday 12:00 noon to 12:55pm
Course Reference Number (CRN): 60047
Preferred Method of Contact: EMAIL

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Pete Frost
Campus/Office Location: Vidalia Main Campus. Room 407
Office Hours: Monday - Thursday. 9:30 am-12:00 noon
Email Address: [Pete Frost \(pfrost@southeasterntech.edu\)](mailto:pfrost@southeasterntech.edu)
Phone: 912-538-3163
Fax Number: 912-538-3156
Tutoring Hours: Thursdays 4:30 pm-5:30 pm

INSTRUCTOR CONTACT INFORMATION

Instructor Name: David Standard
Campus/Office Location: Vidalia Main Campus. Room 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 4:30pm-5:30pm

This course is taught in a hybrid format. Hybrid classes require students to complete a 60% of the required contact hours traditionally by attending classes on campus while completing the remaining 40% 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 \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Cengage Unlimited Printed Access Card

Semester Access (4 months) with ISBN: 978-0-357-70003-7. You can also purchase the one year or two year access card if you wish to do so. The Cengage Unlimited Printed Access Card is available at the Southeastern Technical College Bookstore stcbookstore@southeasterntech.edu or 912-538-3129 or online.

If you do not choose to purchase the Cengage Unlimited Printed Access Card, the book information is

College 1040, College Foundations. Beskeen, Cram, Duffy, Freidrichsen, Reding. Cengage. (Bookstore Purchase Only). ISBN978:1-337-44875-8

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. All students have access to Office365, which includes Word, PowerPoint 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 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.

Students should not share login credentials with others and should change passwords periodically to maintain security.

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

- I. Computer Terminology
- II. Intro to Windows Environment
- III. Intro to Internet and Email
- IV. Intro to Word Processing Software
- V. Intro to Spreadsheet Software
- VI. Getting Off to a Good Start
- VII. Learning & Personality Styles

- VIII. Time & Money Management
- IX. Stress Management & Wellness
- X. Study & Test Taking Skills
- XI. Communication Skills
- XII. 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. COLL 1040 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 American Psychological Association (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.

EVERFI: 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 EVERFI are located on your syllabus. Please locate the EVERFI 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.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:Macy.Gay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen.Thomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:Macy.Gay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen.Thomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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 for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

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. A grade 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 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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@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 \(STC\) 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	40%
Assignments	40%
Final	20%
Final Exempt Grading	
Exams	50%
Assignments	50%

GRADING SCALE

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

COLL 1040 College Foundations

Summer Semester 201916 Lesson Plan

Date/Week	Chapter/Lesson	Content-In Class	Assignments & Tests Due Dates / Hybrid	Competency Area
Week 1 May 14-16	Computer Book COLL1040- College Foundations Module 1 & 2	Introduction to Course— Syllabus, Outline, Rules, Regulation Coverage, Remind 101 STC policies and Procedures Intro to Blackboard EVERFI Complete Modules 1 & 2 In Class: M1- Independent Challenge 1-Computer Concepts. In Class: M1- Independent Challenge 2-Computer Concepts In Class: M2- Skills Review Windows In Class: M2- Independent Challenge 3- Windows In Class: M2- Office 2016- PowerPoint	Log on to Blackboard and read orientation. Hybrid: Start Here- STC Pledge Acknowledgement Quiz (Located in getting started). Hybrid: Student Introduction Discussion Board- (Located in getting started) The Above Assignments must be completed by May 16 to reserve your spot in class. Failure to complete will result in being dropped form the class as a No Show. Hybrid: Complete New Student Questionnaire- Print syllabus and lesson plan. Become familiar with contents of Blackboard. Hybrid: M1- Computer Concepts Exam. Hybrid: Complete online orientation and take Quiz- You must pass the quiz before you may proceed with this course. ALL Assignments Due: May 23 by 11:55pm	I, II 1,2,3

Date/Week	Chapter/Lesson	Content-In Class	Assignments & Tests Due Dates / Hybrid	Competency Area
<p>Week 2 May 20-23</p>	<p>Computer Book COLL1040- College Foundations Modules 3-5</p>	<p>Complete Modules 3 - 5 In Class: M4-Skills Review-Word In Class: M4-Visual Workshop-Word page 136 In Class: M4-Visual Workshop-Word page 188 In Class: M5-Skills Review-Excel In Class: M5-Independent Challenge 3- Excel In Class: M5- Independent Challenge 2 <u>Guest Speakers:</u> Karen Vereen: Registrar Mitchell Fagler: Director of Financial aid / Executive Director of Student Affairs EVERFI is Live- May 20</p>	<p>Hybrid: M3-Exam Researching Hybrid: M3-Research Project Drop Box Hybrid: M3-APA reference Quiz Hybrid: Watch Module 3-5 Videos</p> <ul style="list-style-type: none"> • Online research: Tips for Effective Search Strategies • GALILEO • Office 365 • Quick guide to plagiarism • Beginners guide to Microsoft Word • Beginners guide to Excel <p>Complete EVERFI All Assignments Due: May 30 by 11:55pm.</p>	<p>III,IV,V 1,2,3</p>
<p>Week 3 May 28-30 (May 27 is a Holiday)</p>	<p>Module 6 Guest Speakers</p>	<p>Complete Module 6 In Class: Lecture Grit Guest Speakers: Guest Speaker: Leah Dasher, Director of Library Services Paul Graham: Director of IT services Helen Thomas: Special Needs Specialist</p>	<p>Hybrid: Scavenger Hunt Quiz Hybrid: Introspection Paper. Hybrid: Grit-Power of Perseverance Discussion Board All Assignments Due: June 6 by 11:55pm</p>	<p>VI 1,2</p>

Date/Week	Chapter/Lesson	Content-In Class	Assignments & Tests Due Dates / Hybrid	Competency Area
Week 4 June 3-6	Modules 7-8	<p>Complete Modules 7-8 In Class: Lecture <i>Learning by Doing</i> <i>Discovering your Learning Style</i> <i>Time and Money Management</i> Guest Speaker: Mitchell Fagler: Director of Financial aid / Executive Director of Student Affairs</p>	<p>Hybrid: Exam: Getting off to a Good Start Hybrid: Exam: Time and Money Management Hybrid: M7- Learning Memory Discussion Board Hybrid: M8-Time Management Discussion Board Hybrid: M8-Budget Spreadsheet Hybrid: Watch Module Videos:</p> <ul style="list-style-type: none"> • How to triple your memory • Techniques to Enhance Learning and Memory • Financial Literacy parts 1 &2 • Darryl Cross- Time Management Quadrants • Stephen Covey-Big Rocks <p>All Assignments Due: June 13 by 11:55pm</p>	VII,VIII 1,2,3
Week 5 June 10-13	Module 9	<p>Complete Module 9 In Class: Lecture: <i>Wellness & Stress Management</i></p>	<p>Hybrid-Exam: Wellness and Stress Management Hybrid- Fake it 'til You Make it Discussion Board. All Assignments Due: June 20 by 11:55pm</p>	IX 1,2,3

Date/Week	Chapter/Lesson	Content-In Class	Assignments & Tests Due Dates / Hybrid	Competency Area
Week 6 June 17-20	Module 10	<p>Complete Module 10</p> <p>In Class Lecture: <i>Studying Smart</i> <i>Taking Notes in Class</i> <i>Mastering Tests</i></p>	<p>Hybrid-Exam: Studying Smart and Notetaking</p> <p>Hybrid-Exam: Mastering Tests</p> <p>Hybrid- Ten rules of Test Taking</p> <p>Hybrid- Cornell Note Taking & Mind Mapping discussion Board.</p> <p>Hybrid- Test Taking discussion Board.</p> <p>Watch Module Videos:</p> <ul style="list-style-type: none"> • Study LESS Study Smart • LBCC- Memory Tricks <p>EVERFI (Part 2) All Assignments Due: June 27 by 11:55pm</p>	X 1,2,3
Week 7 June 24-27	Module 11 and 12	<p>Compete Modules 11 & 12</p> <p>In Class: Lecture: <i>Communication</i></p>	<p>Hybrid-Exam: Communication</p> <p>Hybrid- M11-Body Language-Power of the Handshake-Discussion Board</p> <p>Hybrid- M12-Randy Pausch Discussion Board</p> <p>Hybrid- M12-Goals/UGA Speech</p> <p>Watch Module Video:</p> <ul style="list-style-type: none"> • 10 ways to have a better conversation <p>All Assignments Due: July 11 by 11:55pm</p>	XI, XII 1,2,3
July 1-4		SUMMER BREAK	NO CLASS	

Date/Week	Chapter/Lesson	Content-In Class	Assignments & Tests Due Dates / Hybrid	Competency Area
Week 8 July 8-11	Module 12 Continued	Module 12 Continued Class: Lecture/Discussion <i>Goals and Career Exploration.</i> <i>Course Wrap up</i> Final Exam in Class July 11	Final Exam in Class July 11	XII 1,2,3

COMPETENCY AREAS

- I. Computer Terminology
- II. Intro to Windows Environment
- III. Intro to Internet and Email
- IV. Intro to Word Processing Software
- V. Intro to Spreadsheet Software
- VI. Getting Off to a Good Start
- VII. Learning & Personality Styles
- VIII. Time & Money Management
- IX. Stress Management & Wellness
- X. Study & Test Taking Skills
- XI. Communication Skills
- XII. Career Exploration

GENERAL CORE EDUCATIONAL COMPETENCIES

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.