



INSTRUCTIONAL PACKAGE

COL 105

Freshman Seminar

Effective Term

Fall 2018 / Spring 2019 / Summer 2019

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2018 / Spring 2019 / Summer 2019

COURSE PREFIX: COL 105

COURSE TITLE: Freshman Seminar

CONTACT HOURS: 3.0

CREDIT HOURS: 3.0

RATIONALE FOR THE COURSE:

This course will increase students' confidence and understanding of the skills and competencies required for college and career success. Additionally, Freshman Seminar will help students adjust to various life and academic transitions, whether from high school to college, returning to college, or from college to the workplace. This course also introduces students to Microsoft Office Software as well as basic computer concepts.

COURSE DESCRIPTION:

This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of the college. The course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process, and acquire essential academic survival skills. An emphasis will be placed on the technology skills needed for academic success at the college level.

PREREQUISITES/CO-REQUISITES/RESTRICTIONS:

Students must be enrolled in one of the following Fields of Study (Major, Minor, or Concentration): Advanced Placement EMT Emphasis, Associate in Arts, Associate in Science, Aviation Maintenance Specialty, Business Transfer, Cybersecurity (Tracking), Early Care and Education, Education Transfer, Electrical Lineman Technician (Tracking), Fire Science, Health Science Emphasis, Massage Therapy (Tracking), Patient Care (Tracking), Radiologic Technology, or Residential HVAC (Tracking).

Online/Hybrid courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

REQUIRED MATERIALS:

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#)

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

Notebook with lined paper

Dark blue or black pens

Pencils

Flash drive or online storage account/utility

Regular access to a computer with internet capability and Flash Player

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.

WaveNet and D2L email access.

Access to MindTap (included with course textbook)

Microsoft Office 365 account (free for all HGTC students)

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate. Please refer to your Instructor Information Sheet for additional classroom policies that may be enforced by your instructor.

NETIQUETTE is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes**COURSE LEARNING OUTCOMES and ASSESSMENTS*:**

Students who successfully complete COL 105 will demonstrate proficiency in the following areas:

- Locating and using the College's various student support services
- Identifying his/her learning style and primary intelligence
- Developing effective techniques for note-taking, studying, and completing exams
- Constructing an effective time management plan to reduce stress and support success
- Describing essential computer concepts relating to hardware, software, and the Internet
- Describing various application programs and the basics of how a computer works internally, as well as security, ethics and privacy issues.
- Recognizing and using the College's various online software systems (such as WaveNet, student email, D2L)
- Using Microsoft Office Suite to produce basic documents (Word), spreadsheets (Excel), and presentations (PowerPoint)

- Employing self-assessment measures to identify personality type
- Demonstrating effective communication with instructors, classmates, and team members
- Recognizing and appreciating diversity in others
- Researching academic and career paths and choices
- Creating a multimedia presentation explaining his/her plan for achieving long-term goals

Module 1: General Orientation to the College and Higher Education (Weeks 1-4)

1) Campus Tours

- a. SSTC
- b. WaveNet Central
- c. Financial Aid
- d. Library, Bookstore, Public Safety, Help Desk, etc.

2) Study Skills

- a. Learning Style Awareness
- b. Note-taking
- c. Time Management

3) Introduction to College software for students

- a. WaveNet
- b. D2L
- c. Degree Works

***Assessment(s):**

Short writings and responses
 Quizzes and tests based on readings
 MindTap exercises

Learning Outcomes:

1. Locate and understand the College's student support services
2. Identify learning styles and the best note-taking/time management methods
3. Demonstrate knowledge of the College's basic software systems

Module 2: Essential Technology Skills for Higher Education Classes (Weeks 5-7)

1) Microsoft Office Basics

- a. Word
- b. PowerPoint
- c. Excel

2) Basic file management

- a. Copying, saving, transferring and editing files
- b. Uploading, downloading, and attaching files
- c. Using USB drives and/or cloud storage systems

***Assessment(s):**

MindTap Assignments/Projects

File management exercises

Basic original Word document, PowerPoint presentation, and Excel spreadsheet

Short writings and responses

Quizzes and tests based on readings

Learning Outcomes:

1. Proficiently navigate Microsoft Office and the basic functionality of its primary programs
2. Create, manage, and edit computer files and documents

Module 3: “Soft Skills” (Weeks 8-14)

1) Interpersonal Skills – (Myers Brigg may be used here)

2) Communicating with professionalism/e-mail etiquette

3) Working with a team

4) Career Skills

a. Resume writing

b. Interviewing

***Assessment(s):**

Team exercises/projects

Short writings and responses

Quizzes and tests based on readings

Communication assignments (composing/sending emails)

Resume project

Mock interview exercises

Learning Outcomes:

- 1) Develop and critique work created with and by peers
- 2) Assess personality types and employ appropriate communication techniques for each
- 3) Produce a professional resume
- 4) Show professionalism in all types of communication
- 5) Demonstrate effective basic interview skills

Final Exam: Presentation

The final exam in COL 105 encompasses all of the skills learned throughout the course. Students will prepare and deliver a software presentation that explains their plan for college and/or career success. The presentation should be personalized and include information on how the student plans to use their understanding of the following in order to reach their goals: learning styles; personality types; communication standards; College support services; and their academic program.

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students' performance will be assessed and the weight associated with the various measures/artifacts listed below.

EVALUATION*

In-Class Activities and Participation	5%
Reflection Activities in MindTap	10%
Chapter Assignments in MindTap	15%
Chapter Quizzes in D2L	10%
Microsoft Word, Excel, and PowerPoint Training in MindTap	5%
Microsoft Word, Excel, and PowerPoint Exams in MindTap	15%
Microsoft Word, Excel, and PowerPoint Projects in MindTap	10%
Midterm Exam	10%
Final Exam Presentation	20%
	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

Grades are based on points from assignments in accordance with the system found below.

A = 100-90

B = 89-80

C = 79-70

D = 69-60

F = 59 and below

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible

to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Statement of Equal Opportunity/Non-Discrimination Statement

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Inquiries regarding the non-discrimination policies:

<p>Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.</p>	<p>Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.</p>
<p>Dr. Melissa Batten, AVP Student Affairs <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu</p>	<p>Jacquelyne Snyder, AVP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i> Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu</p>