



Course Syllabus

CGS 1100 - 391

Computer Applications Summer Term 2024-2025 (0650)

Welcome



Welcome to CGS1100 - Computer Applications! This will be a full eight weeks, and you will learn a great deal about computers and the Microsoft Office applications.

Feel free to reach out any time you have questions or concerns. I prefer to use the MyCourses email, and I will respond to you **within 24 hours during the week and 48 hours over the**

weekend.

I hope you enjoy the class :-)

To learn more about me, you can visit my bio page: [Timothy Godcharles' Bio](#).

Instructor Contact Information

Timothy Godcharles

Email

godcharles.tim@spcollege.edu

Phone: 727-341-3732

Office and Online Chat Hours:

By appointment

Office Location:

EpiCenter

Instructor Web Page:

<https://web.spcollege.edu/instructors/id/godcharles.tim/BIO/>

Departmental Contact Information

Jimmy Chang

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CCIT Specifics

CCIT Core Values

The College of Computers & Information Technology will structure its operations, training, and educational programs around the Core Values of accountability, respect, responsibility, critical thinking, communication, and collaboration.

- **Accountability** - Accountability is essential for an environment of learning. Those who are accountable stand by their words and actions, taking full responsibility for what they create and for what each contributes to the community.

- **Respect** - Respect is a prerequisite for enhancing learning. Community members who respect themselves and others help create a safe, yet open, climate of learning.
- **Responsibility** - Responsibility is the root of success. Students who assume personal responsibility for their education will reach their goals. Responsible students also make contributions to their communities.
- **Critical Thinking** - Critical thinking is the fundamental purpose of higher education. The ability to solve problems through the application of appropriate skills is critical to all disciplines.
- **Communication** - Communication is increasingly the key competency for living and working in the information age. Communicating effectively in oral and written forms through traditional and new media is a powerful tool for personal and career success.
- **Collaboration** - Collaboration, by bringing together individual knowledge and talents, creates teams that are greater than the sum of their parts. Such teamwork maximizes benefits to individuals and the community.

Critical Success Strategies

- **Course Workload** - Outside of scheduled class time students should expect to routinely spend 8-10 hours per week completing assignments and reviewing course materials. For students with little or no prior computer experience, you may find it necessary to commit additional hours to practicing the concepts presented.
- **Technical Skill Level Required** - Your first year, first semester courses are introductory courses and NOT basic computer skills courses. It is expected that students enrolled in these courses can: turn on the computer, use a keyboard and mouse to perform basic computer operations, open and save files, access their student e-mail, and Canvas. It is expected you communicate any individual needs or limitations to the instructor as necessary.
- **Prior Knowledge Needed** - A basic comfort level of using a computer to browse the Internet, save files, and send email is expected of students enrolled in all College of Computers & Information Technology courses. Students are also expected to build program folder structures correctly.

Course Information

Prerequisite(s): NONE

Credit Hours: 3

Modality: Online

Course Description: This course is an introduction to fundamental concepts utilizing a computer as the tool. Contemporary projects are produced through the use of integrated applications software. Selected topics include the Internet, operating systems, and creating and evaluating documents, worksheets, and presentations. Guidelines for selecting computer hardware and software are addressed. Satisfactory completion of this course meets the Computer and Information Literacy graduation requirement.

Course Objectives

1. The student will perform tasks using software applications by:
 - a. creating a resume and a cover letter using a word processing application.
 - b. creating a worksheet and embedded chart.
 - c. constructing a worksheet using formulas, functions, and applying formatting.
 - d. producing professional presentations using current industry presentation software.
 - e. enhancing a presentation with multimedia effects of pictures, video, sound, and animation.
 - f. integrating elements from one application into other applications for integrated project.
2. The student will select appropriate computer hardware and software for various environments by:
 - a. listing criteria for maintaining, installing, and purchasing a computer.

- b. comparing computer systems and applications software used within various operating environments.
 - c. evaluating computer service and support.
- 3. The student will analyze operating systems, perform file management, and explore system features and functions by:
 - a. performing tasks using current computing technologies and data storage techniques.
 - b. customizing, manipulating, and understanding the desktop as a work area.
 - c. demonstrating basic folder management by renaming, copying, moving, deleting files and folders.

Important Dates

Class Dates: 19-MAY-2025 to 11-JUL-2025

Drop Date: 23-MAY-2025

Withdrawal Date: Please reference the Academic Calendar below

<https://www.spcollege.edu/academic-calendar>

First Day Access (Digital Books) Program

What is First Day Access: Textbook Savings Program?

This course is participating in the First Day Access Program. You will be given access to the course materials through the Learning Management System (LMS). You will receive instant access to the required materials and save 20-50% or more off the retail price. **You have the option to opt out of the program within the first 10 days of class** if you want to purchase your materials elsewhere. Opting out of the program is likely to cause you to pay a higher rate. **The opt-out date is 10 days from the first day of class.** ([View Opt-out deadline dates](#)).

The materials that are accessed through the LMS are **NOT** included in your tuition. **If you do not click on the button to opt-out, you agree to pay the discounted fee and SPC will bill your student account at the First Day price after the opt-out deadline passes-approximately 2**

weeks after your class starts. This will show as a bookstore charge. Please check your student account. If you have BLOC or are a 3rd Party vendor then the charges will be covered
***exceptions do apply**, if you are self-pay, please make those payments to the business office.

Refund Policy

If you drop a class within the drop deadline for your course, the refund policy will be the same as SPC's [drop w/refund policy](#). If you withdraw after the drop deadline ([see your schedule for dates](#)), then you will be responsible for those charges on your account (For example, if you receive a "W" you will not be eligible for a refund).

Should you choose to purchase the required materials out of pocket you **MUST** opt out to avoid being charged. If you do not opt out by the deadline, which is 10 days from the start of class, then you must request to be opted out and proof of purchase must be submitted to tharrison@bncollege.com to prevent First Day Fees being added to your account.

Required Textbook and Other Resources

Microsoft Office 365: In Practice, 2021 Edition

Required or Optional: Required

ISBN: 9781266719868

Authors: Randy Nordell, Kathleen Stewart, Annette Easton, Pat Graves and Inc. Triad Interactive

Publisher: McGraw Hill (SIMnet)

Publication Date: 2022

Edition: 1st Edition

Performance Assessment and Grading

To accomplish the learning objectives stated above, you will complete Readings, Tutorials, Quizzes, Simulations (SIM), Projects, and Discussions covering Computer Basics, Computing Essentials, and the Microsoft applications: Word, Excel, and PowerPoint.

Quizzes, Simulations, and Projects are auto-graded within the SIMnet program. You are allowed multiple attempts on SIMnet assignments, so review the detailed information on the results of your previous attempts, and resubmit for higher scores.

Discussions and Dropbox assignments located in MyCourses/D2L are graded by the instructor **within 72-168 hours after the due date**.

See the **Assignment Checklist** located below and also via the Course Content area for the list of assignments, how many attempts are allowed, when they are due, and the point value for each.

Grading Scale

Course assignments are worth varying points, for a total of 635 points possible overall. Grades are earned as follows:

A = 90-100% (572-635 points)

B = 80-89% (508-571 points)

C = 70-79% (445-507 points)

D = 60-69% (381-444 points)

F = 0-59% (0-380 points)

Late Work Policy

All assignments are due by the specified deadline. If a situation arises that will prevent you from submitting your work on time, you must communicate with me prior to the deadline.

Availability of Course Content

All course content modules and assignments are available at the start of class. Keep an eye on the course **Calendar** and the **Assignment Checklist** to know when assignments are due. You are welcome to work ahead.

Course Assignment Schedule

IMPORTANT: You will complete some assignments in Canvas, while others are completed in SIMnet:

Grade Item	Assignment Location	Attempts Allowed	Due Dates	Max. Points
Week 1				
Begin Here				
Introduction	Canvas	1	5/23/2025	10
Completing a SIMbook (tutorial video)	SIMnet	Unlimited	5/23/2025	1
Office 365_2021 Project (tutorial video)	SIMnet	Unlimited	5/23/2025	1
Technology As a Service				
Ch 1 Intro to Information Technology E-text	SIMnet	Unlimited	5/27/2025	15
Ch 1 Intro to Information Technology Quiz	SIMnet	4	5/27/2025	10
Ch 2 Hardware E-text	SIMnet	Unlimited	5/27/2025	16
Ch 2 Hardware Quiz	SIMnet	4	5/27/2025	10
Week 2				
Ch 3 Software E-text	SIMnet	Unlimited	6/2/2025	14
Ch 3 Software Quiz	SIMnet	4	6/2/2025	10
Ch 4 The Internet E-text	SIMnet	Unlimited	6/2/2025	17
Ch 4 The Internet Quiz	SIMnet	4	6/2/2025	10
Ch 5 Networking and Security E-text	SIMnet	Unlimited	6/2/2025	16
Ch 5 Networking and Security Quiz	SIMnet	4	6/2/2025	10
Understanding Generative	SIMnet	1	6/2/2025	20

AI & Copilot				
Windows, Office and File Management				
Windows, Office, and File Management E-text	SIMnet	Unlimited	6/2/2025	25
Week 3				
Word				
Word Ch1 SIM Editing	SIMnet	Unlimited	6/9/2025	20
Word Ch 1 Project	SIMnet	3	6/9/2025	31
Word Ch 2 SIM Formatting	SIMnet	Unlimited	6/9/2025	21
Word Ch 2 Project	SIMnet	3	6/9/2025	37
Word Ch 3 SIM Reports	SIMnet	Unlimited	6/9/2025	20
Word Ch 3 Project	SIMnet	3	6/9/2025	25
Week 4				
Cover letter step 1 template editing	Canvas	1	6/16/2025	9
Cover letter step 2 AI-generated cover letter	Canvas	1	6/16/2025	12
Cover letter step 3 critique AI content	Canvas	1	6/16/2025	12
Week 5				
PowerPoint				
PowerPoint Ch1 SIM Editing	SIMnet	Unlimited	6/23/2025	23
PowerPoint Ch 1 Project	SIMnet	3	6/23/2025	13
PowerPoint Ch 2 SIM Graphics	SIMnet	Unlimited	6/23/2025	21
PowerPoint Ch 2 Project	SIMnet	3	6/23/2025	35
Week 6				
Excel				
Excel Ch 1 SIM Editing	SIMnet	Unlimited	6/30/2025	23
Excel Ch 1 Project	SIMnet	3	6/30/2025	23
Buying a computer step 1 select operating system	Canvas	1	6/30/2025	12

Buying a computer step 2 list criteria	Canvas	1	6/30/2025	12
Buying a computer step 3 score computers	Canvas	1	6/30/2025	12
Week 7				
Buying a computer step 4 present selection	Canvas	1	7/7/2025	9
Excel Ch 2 SIM Formulas and Functions	SIMnet	Unlimited	7/7/2025	21
Excel Ch 2 Project	SIMnet	3	7/7/2025	34
Excel 3 SIM Charts	SIMnet	Unlimited	7/7/2025	20
Excel Financial Function Implementation	Canvas	1	7/7/2025	12
			Total Points Possible	642

642 - 578 points 90 - 100% A

577 - 514 points 80 - 89% B

513 - 448 points 70 - 79% C

447 - 385 points 60 - 69% D

384 - 0 points 0 - 59% F

Communication Plan

Look for occasional reminders about important deadlines via email and announcements. Feel free to reach out any time you have questions or concerns. I will respond to you **within 24 hours during the week and 48 hours over the weekend.**

How to Be a Successful Student

Attending class is vital to your success, particularly the first few days of class as you are introduced to the requirements and topics you will be covering. Therefore the college limits when you can add classes. Please [check our registration page](#) regarding when

classes can be added.

You may drop a course through the [Drop with Refund](#) date listed on your Fee Schedule and be eligible for a refund, although withdrawing may affect your financial aid. If you are thinking of withdrawing, please speak with your instructor, an [Academic Advisor](#) or a [financial aid counselor](#).

Showing up is the first step in ensuring your academic success. Active participation is the next step - whether you are in a classroom or taking classes online. Each of your faculty will give details in the syllabus about their attendance policies. If you are going to miss a session, or be offline for any reason, please let your instructor know in advance. If you don't attend during the first two weeks of a term you will automatically be withdrawn from the class and this can cause serious problems if you receive financial aid. In fact, if you withdraw prior to completing 60% of a class and receive any form of federal financial aid (grants or loans) you will be required to repay a portion.

Course Attendance

You need to complete the following to be considered actively participating in the class:

- **Week 1- ALL** of the following assignments must be completed to be considered present for week 1:
 - Introduction Discussion
 - Completing a SIMbook (tutorial video)
 - Office 365 2021 Project (tutorial video)
- **60% Point** - At the 60% point of the class, attendance will be taken for the third time to determine that you have been actively participating. If you are considered not actively participating in the course at the 60% point, you will be withdrawn with a "WF." The 60% attendance is determined by having an overall grade of 69.5% or above at the time of the 60% attendance.

Technology Requirements & Policy

View the [Canvas Minimum Technology Requirements](#)

If you need technical assistance, please [Contact the Technical Support Center](#).

Minimum Technical Skills: Students should know how to navigate the course and use the course tools (email, discussion, gradebook, etc.). Learning Management System (LMS) tutorials are available to students new to this LMS and are located at the beginning of the course. Most features in the LMS are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

Students also MUST become proficient with McGraw Hill SIMnet and the tools contained within the program to be successful in this course.

Microsoft Office 365/2021 installed (Word, Excel, and PowerPoint) is required for this course. SPC offers Microsoft Office software to current students at no additional cost. [View the how to Download Microsoft Office tutorial](#)

Note: Tablets such as Chromebooks are not able to run the full version of Microsoft Office which is needed to complete the project assignments within this course. You may not use a Chromebook to complete the project assignments.

Accessibility of Technology

- [Canvas Accessibility](#)
- [Microsoft Accessibility](#)
- [Google \(YouTube\) Accessibility](#)

- [Panopto Accessibility](#)
- [Copyleaks Accessibility](#)
- [Cengage Accessibility](#)
- [McGraw-Hill Accessibility](#)
- [Pearson Accessibility](#)

Privacy

- [Canvas Privacy](#)
- [Microsoft Privacy](#)
- [YouTube Privacy](#)
- [Panopto Privacy](#)
- [Copyleaks Privacy](#)
- [Cengage Privacy](#)
- [McGraw-Hill Privacy](#)
- [Pearson Privacy](#)

SPC Policy: Attendance/Participation/Withdrawal

Withdrawing from a course with a “W” or “WF” may impact students’ academic standing and financial aid eligibility including placing the student in early repayment. It is the student’s responsibility to understand the consequences of withdrawing.

Attendance

College policy requires students to attend class prior to the published deadline to drop with a refund. The instructor is required to report non-attendance and the student will be dropped after the first week of classes.

If you don't attend during the first week of the term, you will be automatically dropped, and the class removed from your schedule. If you receive financial aid, your award

amount may be adjusted if the drop changes your enrollment status (e.g. full-time to part-time).

It is the student's responsibility to know the attendance policy of the class in which they are enrolled.

- Depending on the modality of the course, attendance may be online, LIVE Online, blended, or on-campus.
- For LIVE Online classes, attendance will be taken online during the normal class meeting time/days.
- Students who are feeling ill for any reason should communicate in a timely manner with their instructor regarding attending online instead of on-campus, and/or the responsibility of excused absences. Students are also responsible to discuss completing any missed work with the instructor.

Participation

College policy require the instructor to report any student who is not actively participating at the 60% point of a class. The instructor will report the student by the end of the week immediately following the 60% point of the class and the student will be withdrawn from the course and assigned a "W" grade. It is the student's responsibility to understand the instructor's requirements for 'active participation.

Student Withdrawals

You may drop a course through the [Drop with Refund](#) date listed on your Fee Schedule and be eligible for a refund, although withdrawing may affect your financial aid. If you withdraw prior to completing 60% of a class and receive any form of federal financial aid (grants or loans) you will be required to repay a portion. If you are thinking of withdrawing, please speak with your instructor, an [Academic Advisor](#) or a [financial aid counselor](#).

Withdraw requests submitted after the last date to withdraw with a "W" (see academic calendar) will result in a "WF". Students and instructors will automatically receive an email notification through their SPC email address whenever a withdrawal occurs. Students should consult with an academic advisor or financial assistance counselor prior to withdrawing from a class.

Students who wish to withdraw completely from SPC are not able to totally withdraw from all classes through MySPC. A student must contact an Academic Advisor to totally withdraw.

SPC Policy: Academic Honesty

St. Petersburg College expects students to be honest in all of their academic work. By enrolling at the College, students agree to adhere to the College's standards of academic honesty and integrity. Failure to comply may result in academic and disciplinary action, up to and including expulsion from the College. As members of the College community, students also have an ethical obligation to report violations of the SPC academic honesty policies they may witness.

To better understand what academic integrity means and the potential consequences of violating it, please watch the following videos:

- [What is Academic Integrity? \(1:29\)](#)
 - [Transcript for "What is Academic Integrity?"](#)
- [What Happens When You Violate Academic Integrity? \(2:08\)](#)
 - [Transcript for "What Happens When You Violate Academic Integrity?"](#)

The academic honesty policy and procedures are available online:

- [Academic Honesty Policies, Honor Code](#)
- [Academic Integrity Policies and Procedures](#)

These documents include details on what is meant by:

- Cheating
- Plagiarism
- Bribery
- Misrepresentation
- Conspiracy
- Fabrication

- Collusion
- Duplicate submissions
- Academic misconduct
- Improper Use of Any Electronic Device

Cheating - The improper taking or tendering of any information or material submitted for a course.

Examples of cheating, improper use of electronic devices, and improper online course use include, but are not limited to:

- Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes or crib sheets, including information accessed through a calculator or other electronic devices.
- Unauthorized access, modification, use, creation or destruction of calculator-stored or computer-stored data and programs.
- Selling or giving away all or part of the information on an electronic device, which will be used as course work.
- Sharing an electronic device while leaving answers on display or in memory.
- Submitting a duplicate homework or test with only the student's name changed.
- Unauthorized use of an electronic device to search for solutions during an exam.
- Having or providing unauthorized outside help when completing online quizzes or assignments.
- Obtaining access to confidential test materials or questions before quizzes or assignments.

Some of your courses may include online material that is protected by copyright. This means that the work is available for you to use in your studies, but you can't copy and share the materials (copyright.gov). Please see [SPC's copyright information](#). It's your responsibility to be academically honest in all of your work.

Generative AI Permitted Within Guidelines

The best-known example of Generative AI (Artificial Intelligence) is ChatGPT, a chatbot that allows you to type a question as if you were talking to a real person, and it quickly offers a seemingly meaningful, original answer. Tools like this are powerful and can be useful in many contexts, but you must be aware of their limitations, as they can produce inaccurate, fabricated, and even offensive content. In addition, the work produced is not technically your own. In order to avoid violating [SPC's academic integrity policy](#), students must be sure to follow the course's policies regarding the use of artificial intelligence in academic work. The AI policies for this class are outlined below.

You are welcome to use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, in your work for this course. However, AI is not a replacement for your own thinking and research. AI-generated text or other content must be clearly marked and cited properly. In addition, you are responsible for confirming the veracity of any information or sources produced by artificial intelligence. If you have any questions about this, please reach out to me.

Learner Support and Other Student Resources

Use the following links to view web sites on SPC's:

- [Free Tutoring](#)
- [Accessibility Services](#)
- [Academic Support](#)
- [On-Campus and Online Support](#)
- [Student Services](#)

Additional Resources:

- [Academic Calendar](#)
- [Learning Resources](#)

- [Career Services](#)
- [International Student Services](#)
- [Veterans Services](#)

Code of Conduct

Code of Conduct

The behavior of all students in class should reflect a professional, respectful, and compassionate environment. Inappropriate or inconsiderate behavior will result in consequences. Students must be thoughtful of their comments, actions, and decisions, considering how these impact classmates and instructors.

Online Student Participation and Conduct Guidelines

The practices of courtesy and respect that apply in the on-campus classroom also apply online. Any discriminatory, derogatory, or inappropriate comments are unacceptable and subject to the same disciplinary action applied in courses offered on campus.

Netiquette

Whether you are in an online class or a physical classroom, certain behaviors are expected when you communicate with your peers and your instructors. You need to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No one has the right to interfere with the teaching/learning process. Below are the traits of a successful student. These guidelines pertain whether your course is online or in the classroom. When communicating, you should always:

- Treat everyone with respect in every communication
- Use your professor's proper title: Dr. or Prof., or if you are in doubt use Mr. or Ms.
- Use clear and concise language
- Remember that college level communication should use correct grammar, whether written or spoken. Avoid slang.
- Use correct spelling and avoid texting abbreviations

- Avoid using the caps lock feature as it can be interpreted as yelling online
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and, even when spoken, your message might be misunderstood
- Be cautious with personal information (both yours and others')

When you send an email to your instructor, department chair, dean, or classmates, you should:

- Use a subject line that describes what you are writing about
- Avoid attachments unless you are sure your recipients can open them
- Be clear, concise, and courteous
- Sign your message with your name
- Use your SPC email account to ensure delivery. Sometime emails from non-SPC accounts are stopped by the spam filter and the recipient may not receive it.

When posting to a discussion board, you should:

- Write posts that are on-topic and within the scope of the course material
- Take your posts seriously; review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Read all messages in a thread before replying
- Avoid repeating someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of others' opinions, even when they differ from your own
- Express any differing opinions in a respectful, non-critical way
- Not make personal or insulting remarks
- Be open-minded

Recordings in the classroom

Students may record lecturers in class for personal use (such as studying or documenting complaints to the institution) without explicit permission. However, students may not record non-lecture portions of class (such as skills labs, student group work, individual student instruction, Q/A sessions, recording studio critiques, group/individual production and computer lab time, practicums/internships, or clinical/simulation rotations) or other students without explicit permission, and may not disrupt class in making such recordings (such as trying to use a device with a calculator or calculator app in a class that does not allow calculators, or blocking the view or aisles for others in the class). Having an approved ADA accommodation is considered explicit permission to record from the college.

Students making such recordings may not share recordings without explicit permission and are personally liable for unauthorized dissemination. If in doubt, please discuss with your professor before class.

The instructor has the authority to ask a disruptive student to leave a classroom or lab. The instructor may also delete posts or materials from an online or blended class and/or take disciplinary action if disruptive behavior continues. This ensures that all students in the class have an opportunity to learn.

For additional information, review the [SPC Expectations for Student Conduct](#), [Online Student Participation and Conduct Guidelines](#), and the [SPC Netiquette Policy](#). Please strive to uphold these standards to ensure a positive and productive learning environment.

Auditing a Class

Auditing a course allows a student to take a class without benefit of a grade or credit for the course. Students do not have to seek special permission to audit a course, but they do need to communicate to their instructor they are auditing. If an auditing student has

something specific they are hoping to get from the course, they should discuss that with the faculty member during the first week of classes.

Once registered as an audit student, one may not change from credit to audit or from audit to credit after the drop/add period. However, under certain circumstances, a student may appeal to the appropriate Dean and request a change from audit to credit status after the registration period has expired, but have 60 days into the subsequent term to appeal the status change. The Dean will verify with the instructor that the student completed all of the requirements for credit in the course. The Dean's decision is the final decision.

Audit students are required to meet course prerequisites including appropriate scores on the St. Petersburg College Placement Test unless such requirements are waived by obtaining permission through the Dean.

Please note: Not all courses are eligible for auditing.

Student Survey of Instruction

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

Title IX

At St. Petersburg College, our faculty are dedicated to fostering a secure and open environment conducive to learning for all students. Title IX prohibits gender discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking. If you, or someone you are aware of, has experienced sexual harassment or sexual violence, or any form of sexual misconduct, which includes

incidents like sexual assault, relationship violence, or stalking, please know that there are avenues for help and support.

We strongly encourage every member of our college community to be proactive, seek assistance, and report occurrences of sexual misconduct to the Title IX Office. It's important to be aware that under Title IX regulations, faculty members are obligated to report such incidents to the Title IX Office. However, if you prefer to have a conversation with someone who is not required to report, you can consult the [SPC's Counseling Services](#).

St. Petersburg College urges everyone in our community to step forward, seek support, and report any incidents of sexual harassment or gender-based discrimination to the St. Petersburg College Title IX Office. They can be reached via email at SPCTitleIX@spcollege.edu or by phone at 727-341-3261. Remember, these resources are here for your support and well-being.

Equal Access

St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The College will not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the College will not tolerate such conduct. Should you experience such behavior, please contact the Equal Access/Equal Opportunity Office at 727-341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at eaeo_director@spcollege.edu.

Accessibility Statement

St. Petersburg College recognizes the importance of equal access for all students. Accessibility Services (AS) is the campus office that supports students with disabilities to

approve and coordinate reasonable accommodations. Students who have, or think they may have, a disability (e.g., learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing) are invited to contact their AS campus coordinator ([Accessibility Services Contacts](#)) for a confidential discussion. If an accommodation is deemed to potentially alter the nature of the course, it will require a decision by a committee. Therefore, ample time must be provided to evaluate and process such requests. Students who are currently registered with AS are encouraged to request accommodations early in the semester by logging into their AIMS account. Additional information is available at the college-wide Accessibility Services website www.spcollege.edu/accessibility.

Safety and Security

We want to make sure that you are comfortable on campus and feel secure in your learning environment. The SPC campuses are very safe but you should be aware of your surroundings, just as you are anytime you are in a public space. In each classroom there is an Emergency Response Guide to help you during an emergency. It is also a good idea to be familiar with evacuation routes in buildings that you use frequently. **If you have an emergency, dial 911 immediately.** For information on campus safety and security policies, please call 727-791-2560. More information is also available on the [Campus Safety website](#).

The college website (spcollege.edu) is the best source of information in the event of an emergency. It's possible for something like a hurricane to disrupt classes on campus; if this happens there are plans on how to help you continue your education. You should be comfortable using the Learning Management System (LMS), as it will be key in communicating with faculty about course materials and assignments. Make sure you are familiar with sending and receiving emails, participating in discussion posts, navigating through course materials, and submitting assignments in the LMS. It is important to be able to use the LMS for learning activities if your campus is closed.

Federal and state law requires a person designated as a "sexual predator or offender" to register with the Florida Department of Law Enforcement (FDLE). The FDLE is then

required to notify the college if the person attends, or is employed, by a college or university. You can find out more information by calling the FDLE hotline (1-888-FL-PREDATOR) or by visiting offender.fdle.state.fl.us/offender. A list of sexual offenders or predators registered for classes at SPC is also available.

Titans Care (Student Assistance Program)

As an SPC student it's vital that you know Titans Care. You can access resources through [SPC's Student Assistance Program \(SAP\)](#), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC's belief that supporting mental wellness is everyone's charge and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

Student Concerns

St. Petersburg College wants to make sure that you are able to receive prompt and fair resolutions to any concerns that you might have. If you feel that you have had a bad experience with a college employee, or you have a concern about college facilities, please bring it to our attention. Begin by speaking directly to the person responsible for the department; direct conflict resolution is an important skill to develop and usually brings about the best results. If you aren't satisfied with the outcome, or are not comfortable approaching the person directly, you may submit the information using an online form: web.spcollege.edu/survey/13002

If you're not able to submit the form online yourself, feel free to ask a college employee to submit the form on your behalf.

SPC Vaccination Policy

SPC is concerned about the health and well-being of all students. We encourage all students to remain current on vaccinations as suggested by appropriate health

authorities. SPC does not require vaccinations for general admissions to our degree or certificate programs, with some exceptions for specific programs.

Instructional Continuity During Emergencies

The St. Petersburg College website at www.spcollege.edu is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period and is planning ways our operations can continue following such an emergency.

So, if a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the Instructor will continue using the Learning Management System (LMS) for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to the LMS (possibly through duration of the course's regularly scheduled end date). We will finish this course in the LMS, as directed by your Instructor online, and your Instructor will use all graded assignments to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.

For all current updates on pandemic conditions or other events, please visit SPC Updates at <https://www.spcollege.edu/spc-updates>

Terms of Instruction

Please note this syllabus is an instructional guide and that the instructor/professor reserves the right to make any changes to it, as needed. This includes changes to the course schedule and assignments, etc., throughout the term. If changes occur, you will be notified as soon as possible via email and/or an announcement in the LMS. Changes may be necessary for various reasons, including instructor illness, students' progress, weather events, institutional needs, etc. Please approach any changes with flexibility and understanding.

Just Checking

If you've read through the Syllabus, and have arrived at this part, you can earn five points of extra credit by sending me a message through the Canvas Inbox that lets me know you read the Syllabus and you happened upon this extra credit opportunity. In your message, also include the title of your all time favorite movie.