NORTH FLORIDA COLLEGE

Spreadsheet Applications for Business Syllabus Spring 2023

Course Information

Course Title: Spreadsheet Applications for Business

CRN: 20040

Course number with Section: CGS 2515 01

Course Description: This course is a comprehensive course providing students with the basic understanding of underlying principles, theories and concepts guiding the recording and analysis of business transactions and the preparation and interpretation of the principle financial statements. This course guides students through the complete accounting cycle for service and merchandising businesses.

Course Location: Online

Course Day and Time: Online

Prerequisites: None

Corequisites: None

Instructor Information

Name: Sharon Brave Heart

Office Location: Building 7, Room 707

Office Hours:

Virtual (designated for students in online courses needing virtual assistance)

    T: 10:00am-11:00am
    W: 10:00am-11:00am
    R: 10:00am-11:00am and 12:15pm-1:00pm

On Campus (designated for all students needing face to face meetings for assistance):

    M: 9:30am-1:30pm
    T: 11:00am-12:30pm
    W: 11:00am-12:15pm
    CAMPUS HOURS:

(Instructor is on-campus during these hours and may or may not be available for assistance. Please contact instructor for availability during these hours).

M: 7:00am-9:30am and 1:00pm-1:30pm
T: 7:00am-10:00am and 1:00pm-1:30pm
W: 7:00am-10:00am and 12:15pm-1:00pm
R: 7:00am-10:00am and 11:00am-12:15pm (ACG 2021, Bldg. 7 Room 712)

Phone Number: 850-973-1619

Email: bravehearts@nfc.edu

Instructor Response Time for Phone/Email: Email questions should be limited to those regarding course grades or other private matters. General Course Questions should be posted in the appropriate discussion forum on D2L.

- The instructor will respond to emails received during the week within 24 hours.
- The instructor does not hold office hours on the weekend, and therefore, checks emails periodically during this time. Those received during the weekend may not be responded to until the following Monday.
- If you do not receive a response within the allotted time, please either send a follow-up email or call the instructor. Please make sure you include the course you are inquiring about in your email to expedite response time. Phone messages will be returned during on campus office hours.
- *Note: If you do not get a response from your instructor within the time frames specified above, please contact David Dunkle at dunkled@nfc.edu, Associate Dean of Economic Development and Technical Education.*

Response Time for Posting Grades on D2L: Grades will be posted to the D2L gradebook immediately upon completion and submission of assignment. Note: The grade on MindTap is NOT your current grade; see D2L for your current grade to date.

- Video and/or written responses/Discussions/projects: These will be graded within 72 hours of submission.
- Your current course grade is the Final Grade in the D2L gradebook. It is recommended you check your current course grade weekly.
- To calculate your grade, divide the top number by the bottom number and multiply by 100.

Department Chair: David Dunkle

Department Chair Email: dunkled@nfc.edu

Required Curriculum/Textbook and Course Materials

Required Textbook: This course will require MindTap from Cengage. MindTap is available for purchase on its own, or through Cengage Unlimited, a subscription that gives you access to all your Cengage access codes and online textbooks. You may purchase a 1-semester, 1-year or 2-year subscription. No matter how many Cengage products you use, they are included in Cengage Unlimited, and the price stays the same. You also get a textbook rental when you activate MindTap The Shelly Cashman Series Microsoft Office 365 & Excel, 2021 Comprehensive, Freund & Starks, 1st Edition, 2023 for a small fee plus free shipping. You may also have the option to purchase a loose-leaf version of your textbook, which you can keep.

- You can access Cengage Unlimited through the Welcome News Item in D2L or under D2L-Content-Textbooks.
- You can purchase access to Cengage Unlimited in the NFC Virtual bookstore or at cengage.com.

Required Course Materials/Supplies: Access to a Windows-based computer; Macs and Chromebooks are not compatible with this course.

Minimum Technological Requirements and Skills:

- ✓ Must be able to perform general computer operations (i.e. turn computer on, use mouse, use keyboard)
- ✓ Must have access to a reliable computer, with reliable High-Speed Internet connection
- ✓ Must have access to Chrome or Mozilla FireFox; browsers must be updated with the latest JAVA setting (Note: MindTap does not integrate well with Internet Explorer/Microsoft Edge)
- ✓ Computer must be able to run MindTap program and SAM program (a systems check will be required once you register with Cengage)
- ✓ Must be able to navigate through D2L
- ✓ Must be able to perform basic formula functions in Microsoft Excel
- ✓ Must be able to perform basic algebraic math functions (solving for x)
- ✓ Must be able to access NFC GoMail

NOTE: YOU MUST BE ABLE TO DEVOTE 7-10 HOURS PER WEEK TO THIS COURSE.

For textbook questions, please contact bookstore@nfc.edu

Grading Policy and Assessment Methods

Course Grading/Student Performance Evaluation:

SAM End of Module Projects ....14% of final grade (2% each)
SAM Projects ....21% of final grade (3% each)
Sam Exams..21% of final grade (3% each)
Capstone Projects..20% of final grade (10% each)
Comprehensive Final Exam.. 24% of final grade

Grades for this course are based on a weighted percentage system. With weights per type of assignment as listed below. To determine the final course grade, the final percentages will be assigned the following letter grades:

90% or above =A   80-89.9% =B   70-79.9%=C   60-69.9% =D   Below 60% =F

Mid Term and/or Final Exam Information:
Final Exam:
Date Opens: 2/27/2023, 12:00am, EST
Due Date: 3/3/2023, 11:59pm, EST
Time Limit: 120 minutes

Outcomes/Objectives

PROGRAM LEARNING OUTCOMES:

Associate in Science Business Administration

1. Students will demonstrate the ability to apply critical thinking in resolving business-related issues.
2. Students will demonstrate the ability to utilize appropriate technologies to retrieve, organize, critically evaluate and/or present information from a variety of sources as applied within the business environment.
3. Students will demonstrate the competency in utilizing the following soft skills within the business environment-leadership, communication, problem-solving work ethic, interpersonal skills and teamwork.
4. Students will demonstrate the ability to appropriately apply underlying business principles within the business environment.

Associate in Science Accounting Technology

1. Students will demonstrate the ability to prepare and communicate financial information in accordance with the appropriate rules and regulations that govern reporting.
2. Students will demonstrate the ability to integrate and apply appropriate technologies to retrieve, organize, critically evaluate and/or present information to users of financial information within the business environment.
3. Students will demonstrate the competency in utilizing the following soft skills within the business environment-leadership, communication, problem-solving work ethic, interpersonal skills and teamwork.

Course Level Student Learning Outcomes/Goals

All courses with multiple sections must use the same wording for all SLOs, and assessments must share common attributes.

1. Students will be able to demonstrate an understanding and application of functions to professionally design and format a spreadsheet.

2. Students will be able to demonstrate an understanding and application of basic and intermediate formula functions to perform various calculations in a spreadsheet.

3. Students will be able to demonstrate an understanding and application of charting function to chart financial data.

4. Students will be able to demonstrate an understanding and application of functions to create traditional tables, PivotTables, and PivotCharts.

5. Students will be able to demonstrate an understanding and application of functions to manage multiple worksheets and workbooks.

6. Students will be able to demonstrate an understanding and application of collaboration functions in a spreadsheet.

7. Students will be able to demonstrate an understanding and application of advanced functions to perform various analysis and calculations in a spreadsheet.

Course Level SLO #	Program Outcome #	Summative Assessments (A student artifact: A specific assignment that could be submitted as evidence of a General Education or program level competency)
1	A.S. B.A. 1, A.S. A.T. 2	Capstone Project 1
2	A.S. B.A. 1, A.S. A.T. 2	Capstone Project 1

3	A.S. B.A. 1, A.S. A.T. 2	Capstone Project 2
4	A.S. B.A. 1, A.S. A.T. 2	Capstone Project 2
5	A.S. B.A. 1, A.S. A.T. 2	Capstone Project 2
6	A.S. B.A. 1, A.S. A.T. 2	Capstone Project 2
7	A.S. B.A. 1, A.S. A.T. 2	Capstone Project 2

Course Content and Schedule

Lectures: Since this is an online class, students will not be given traditional lectures or software demonstrations. Instead, students need to carefully read the Cengage MindTap online textbook and work though the SAM Training Module and Textbook Projects while completing each module. As students work on the projects, they should refer to the explanations, videos and animations in the textbook lesson which can always be accessed by the textbook link in each module folder. A request for additional instruction should be made by visiting the instructor during on campus office hours or via a detailed email to bravehearts@nfc.edu This request needs to be done in a timely manner to ensure the subject can be covered before any upcoming assignment deadlines. Be sure to ask specific questions related to a specific subject after completing the reading assignment.

MindTap/SAM Assessment/Activities Descriptions:

Learning Activities

SAM Textbook Projects: Similar to SAM Projects, SAM Textbook Projects follow the steps and scenario outlined in the readings. SAM Textbook Projects enable students to complete projects based on a real-world scenario live in Microsoft Office applications and submit them in SAM for automatic grading and feedback. Students can follow along with the readings and practice and apply their Microsoft Office skills in real-world scenarios. The icons display in the readings and signal when a student should open the Start file they downloaded (SAM logo with down arrow) and when they should save, close, and upload their completed Project file to receive immediate feedback (SAM logo with up arrow).

Module Readings: This is the chapter content. The Readings in each chapter consist of step-by-step computer applications content in a real-world example that guides students through the topics and objectives covered in the chapter. There are also valuable study tools like highlighting, note taking, dictionary, flashcards, ReadSpeaker, and more. The MindTap is organized into modules in which students will learn essential Excel application skills and apply them in real-world scenarios.

SAM Trainings: SAM Trainings teach students to complete specific skills in a simulated Microsoft Office 365 environment. Students are presented with skills in various modes that support different learning styles while they learn the Microsoft Excel skills necessary to be successful in school and the workplace. Students will be required to read through each module of the online textbook and to complete simulations of the required tasks in SAM Training Modules. Students will first attempt "Apply" to complete hands-on tasks related to the learning objectives presented in chapter. "Observe" and "Practice" options are also available for additional assistance.

Graded Assessments

End-of Module Projects: Students will complete End-of-Module projects. EOM projects are based on the Case Problems. Students who complete the projects have the opportunity to practice and

apply their Microsoft Office skills in real-world scenarios. Students must have the correct version of the software to complete projects, must follow the instruction steps in exact order, must use the techniques learned in the training and then use the solution images in the instruction file to review their work prior to submission to successfully complete the project. Students will have two attempts at these assignments. **You must submit the assignments by the due date to get full credit. You may submit the End-of-Module Projects up to 24 hours late for 50% grade reduction on earned score.** *14% of final grade (2% each)*

SAM Projects: SAM Projects enables students to complete projects based on a real-world scenario live in Microsoft Office Excel and submit them in SAM for automatic grading and feedback. These are the most rigorous MindTap activities available, covering over 90% of the gradable chapter learning objectives. Students must have the correct version of the software to complete projects, must follow the instruction steps in exact order, must use the techniques learned in the training and then use the solution images in the instruction file to review their work prior to submission to successfully complete the project. **Students will have two attempts at these assignments. You must submit the assignments by the due date to get full credit. You may submit the SAM Projects up to 24 hours late for 50% grade reduction on earned score**. *21% of final grade (3% each)*

SAM Exams: SAM Exams allow students to demonstrate their proficiency in a simulated Microsoft Office 365 & 2019 environment. These are timed assessments. Students must complete the exams in one session. Times vary for each exam (see course schedule in your syllabus for time limits). You cannot exit and re-enter exams. Students will have 3 attempts per task. No late submissions are allowed (*21% of final grade, 3% each)*

Module Capstone Project: Similar to SAM Projects, SAM Capstone Projects provide assessment on the skills covered in multiple application chapters. SAM Capstone Projects enable students to complete projects based on a real-world scenario live in Microsoft Office applications and submit them in SAM for automatic grading and feedback. Students will have two attempts on this assessment. The Capstone projects for this course will cover modules 1-3 and 4-7. No late submissions are allowed. *(20% of final grade, 10% each).*

D2L Graded Assessments Descriptions

Final Exam: A comprehensive final exam will be administered consisting of 50 multiple choice conceptual questions. This is a timed exam. Students will have 120 minutes to complete the exam from the time you begin. Students may not exit and re-enter the exam; this exam must be completed in one session. No late submissions are allowed. *24% of final grade*

Note: All files are coded to your Cengage Account. If you attempt to submit another student's file, Cengage will alert the instructor. File sharing is not permitted and is considered plagiarism. Any students caught plagiarizing will be referred to the Office of Academic Affairs and will receive a zero on the assignment.

***Important note: You will only need to use the registration link found in Step 3 of Getting Started to initially access your course materials. After you have used this link, you may either use the links provided in D2L-Content, or you may log onto Cengage directly to access your course materials and assessments. NO EXTENSIONS ON CENGAGE ASSESSMENTS *WILL BE GIVEN DUE TO D2L OUTAGES!*

Week		Focus	Assessments (Due by 10:00am EST)		
				Due Date	Est. Time to Complete
1	January 9-15	Review Module Excel 3: Working with Large Worksheets, Charting and What-If Analysis	SAM End of Module Project 1 Module 03	Monday, January 16, 2023	60 minutes
			SAM Project 1b Excel Module 3	Monday, January 16, 2023	90 minutes
			SAM Exam Module 03	Monday, January 16, 2023	75 minutes (timed)
2	January 16-22	Review Excel Module 4: Financial Functions, Data Tables, and Amortization Schedules	SAM Capstone Project 1a Excel Modules 1-3	Thursday, January 19, 2023	120 minutes
			SAM End of Module Project 1 Excel Module 04	Monday, January 23, 2023	60 minutes
			SAM Project 1b Excel Module 4	Monday, January 23, 2023	90 minutes
			SAM Exam Module 04	Monday, January 23, 2023	45 Minutes (timed)
3	January 23-29	Review Excel Module 5: Working with Multiple Worksheets and Workbooks	SAM End of Module Project 2 Excel Module 05	Monday, January 30, 2023	60 minutes
			SAM Project 1a Excel Module 05	Monday, January 30, 2023	90 minutes
			SAM Exam Excel Module 05	Monday, January 30, 2023	45 Minutes (timed)
4	January 30-February 5	Review Excel Module 6: creating, Sorting and Querying a Table	SAM End of Module Project 2 Excel Module 06	Monday, February 6, 2023	60 minutes
			SAM Project 1A Excel Module 06	Monday, February 6, 2023	90 minutes
			SAM Exam Excel Module 06	Monday, February 6, 2023	60 minutes (timed)
5	February 6-12	Review Excel Module 7: Creating Templates, Importing Data, +Working with SmartAr, Images, +Screenshots	SAM End of Module Project 2 Excel Module 07	Monday, February 13, 2023	60 minutes
			SAM Project 1a Excel Module 07	Monday, February 13, 2023	90 minutes
			SAM Exam Excel Module 06	Monday, February 13, 2023	45 Minutes (timed)
6	February 13-19	Review Excel Module 8: Working with Trendlines, Pivot Table Reports, PivotChart Reports and Slicers	SAM Captsone Project 1a Excel Modules 4-7	Thursday, February 16, 2023	120 minutes
			SAM End of Module Project 1 Excel module 08	Monday, February 20, 2023	60 minutes
			SAM Project 1b Excel Module 08	Monday, February 20, 2023	90 minutes
			SAM Exam Excel Module 08	Monday, February 20, 2023	45 minutes (timed)
7	February 20-26	Review Excel Module 11: User Interfaces, Visual Basic for Applications, + Collaboration Features in Excel	SAM End of Module Project 1 Excel Module 11	Monday, February 27, 2023	60 minutes
			SAM Project 1a Excel Module 11	Monday, February 27, 2023	90 minutes
			SAM Exam Excel Module 11	Monday, February 27, 2023	45 Minutes (timed)
8	February 27-March 3	Modules 3-7, 8 and 11 (opens Feb. 27)	Final Exam	Friday, March 3, 2023	120 minutes (timed)

Early Alerts: Mini Term A
February 1-2, 2023

NFC Course Policy Statements

At the beginning of the semester, the instructor must report "no show" students for this course. "No show" indicates the student will be removed from the course. In order to be considered as attending the online course, the student must log in to D2L and complete the attendance quiz by January 13, 2023, 11:59pm, EST.

LATE ASSESSMENTS

To allow for any issues, late submissions up to 24 hours after the due date, with a 50% grade reduction on earned score, is allowed for the following graded assessments:

- End of Module Project
- SAM Projects

Extensions on other assessments will NOT be given for ANY reason. Assessments are open at the beginning of the semester, allowing time to begin and complete

INCOMPLETES

An Incomplete grade "I" is given only in those rare situations where the course cannot be completed for a valid reason and the student is passing the course. An "I" grade, if granted, must be completed in the next semester of enrollment. An "I" grade cannot be used as a means of avoiding a poor course grade.

TECHNOLOGY ISSUES

If you have a question regarding technology, such as inability to access assigned videos, you should contact the textbook's technical support team FIRST, at 1-800-354-9706, then contact your instructor. If you have not contacted technical support first, you will be advised to do so when contacting the instructor. D2L issues should be emailed to D2LHelp@nfc.edu.

Technological issues with your computer, Internet, etc. are NOT an acceptable excuse for submitting work late. There are various resources for those without a computer, such as local

libraries and labs on campus. Please make use of these resources to complete assignments in instances where your personal technology is not available to you.

TEXTBOOK ISSUES
The inability to access your course textbook resources (i.e. MindTap, CengageNow, etc.) due to late entry into the course, inability to purchase materials or purchasing materials late is not an acceptable excuse for submitting late work. Please ensure you are purchasing materials in a timely manner. Your textbook comes with a 7-day free access period to allow for any delays in receiving your code. You are responsible for ensuring you received your code on or before the free access period expires.

NFC Information and Policy Statements

Academic Honesty

NFC is committed to providing a high-quality educational experience to all students, and students are expected to follow appropriate and honest academic practices. This information is available in the Academic Regulations section of the college catalog at www.nfc.edu. All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Instructors use www.turnitin.com to review papers and projects for improper citation and/or plagiarism by comparing each student's report against billions of internet pages, a repository of works submitted to Turnitin in the past, and thousands of academic sources. A comparison document called the *Similarity Report* details the areas of a student paper that may have been documented incorrectly or used improperly. **Refer to instructor's course policy statements for usage details.**

Attendance Policy

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be described as follows:

- For a three-credit hour class that meets MW or TR: 4 class meetings (2 weeks).
- For a three-credit hour class that meets once a week for three hours: 2 class meetings (2 weeks).

Students are responsible for material covered during their absence. Refer to instructor makeup policy.

If there is no verifiable participation within the first week of the term, a student will be dropped from the class for non-attendance. This includes classes delivered in face-to-face, online, or hybrid format. See instructor policy.

Textbook Purchases

All required course materials are listed in the Virtual Bookstore tab on NFC's homepage. Course materials purchased through Follett, NFC's only contracted vendor, can be charged against a student's financial aid account. Course materials may also be purchased from any other source with the understanding that these non-Follett purchases cannot be charged against a student's financial aid account.

Used Book Purchases

Students should check the Follett book list found in the Virtual Bookstore tab on NFC's homepage for correct titles and editions. Note: The ISBN listed in Follett may include both the required text and a required access code. When considering purchasing used books, students should be sure the purchase includes the ACCESS CODE in courses where required. If not, the access code must be purchased separately at an additional cost.

Students/Visitors: Where to Park on Campus

If you have any questions about parking on campus, contact Campus Security at (850) 973-0280. Park in designated parking spaces only. Do not park on the grass or in undesignated areas. Faculty/Staff parking areas are to be used only by full- and part-time employees of the college. Faculty and staff parking spaces are lined in yellow and are clearly marked "STAFF". Students and visitors can park in any spaces that are lined in <u>white</u>. **NOTE: Some visitor parking spaces are lined in yellow with the word "Visitor" in the center. These are for visitors only. <u>Students are not allowed to park in these spaces.</u> Vehicles cannot be parked by backing into the space. Any vehicle that is illegally parked will be towed at the owner's expense. Refer to the college catalog or student handbook for all other parking regulations.**

Enforcement: If a vehicle is parked illegally anywhere on campus, it is subject to be towed at the owner's expense ($85.00+). An illegally parked vehicle will be given a **WARNING on the FIRST OFFENSE**. <u>**There will be no second warning**</u>. Illegally parked vehicles will be **TOWED ON THE SECOND OFFENSE**. Signs will be displayed near parking areas with the name and address of the company to contact if the vehicle is towed.

The company that tows the vehicle is an independent company contracted by North Florida College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents. The company that provides the towing service is:

Jimmie's Firestone
6025 South SR 53
Madison, FL 32340
(850) 973-8546

Campus Security

The administration of NFC works diligently to make the campus as safe as possible. A few of the procedures in place include the use of security officers, the placement of security lights at strategic locations, and the locking of buildings when not in use. Students should always be alert and use normal precautionary measures at all times. Campus crime statistics are documented annually and are available in the college catalog. Campus security can be contacted at 850-973-0280 from 7:30 a.m. until 11:30 p.m. for assistance while on campus with non-emergency security concerns. All emergency incidents should be reported directly to 911.

Library Services

The Marshall Hamilton Library, located in Building 4 at NFC, is open during the following hours (hours are subject to change):

 On Campus:

Monday – Thursday   8:00 a.m. – 7:00 p.m.
Friday   8:00 a.m. – 4:30 p.m.

Virtual appointments:

Monday-Thursday   8:00 a.m. – 4:30 p.m.

Resources and staff are available in the Library to support student learning in the classroom. Students are encouraged to visit our website and use the online resources. Students may make an appointment to receive help or use computers during the posted hours. Librarians are on duty to help with questions and research strategies. To gain access to the Library's extensive collection of electronic resources such as eBooks and academic databases with full-text articles, students will use the Single Sign-on through the MyNFC portal or Library Website. Students should contact the library at library@nfc.edu or call (850) 973-1624 if they are having login issues. Online library resources are available to students 24 hours a day through the Library's website, https://www.nfc.edu/learning-resources/. Wireless Internet is also accessible in the Library and on the patio after hours. Specific policies and regulations applicable to the Library are available in the Library or by visiting the Library's website.

Academic Success Center

The Academic Success Center (ASC) exists to provide all NFC students, regardless of academic proficiency, the help and support necessary to ensure successful completion of studies and programs. Services include one-on-one peer and professional tutoring assistance, online tutoring, organized group study sessions, workshops, study skills training, academic coaching, web resources, and more. The ASC takes pride in working closely with faculty and staff to develop resources and to support the various academic programs offered at NFC.

Walk-in and by appointment services: Students may visit the ASC (Bldg. 4) for in-person services or make an appointment to receive in-person or virtual academic support services during the posted hours:

Monday-Thursday   8:00 a.m. – 5:30 p.m.
Friday   8:00 a.m. – 4:30 p.m.

- **Workshops, organized group study sessions, and professional tutoring:** See the ASC calendars and schedules on NFC's website for specific dates, times, and delivery methods. For additional information visit https://guides.nfc.edu/asc.

Smarthinking Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through Smarthinking. Each NFC student has access to a Smarthinking account and 240 minutes of free tutoring services. Located in D2L, Smarthinking offers a variety of tutoring services including drop-in live sessions, scheduled sessions, submit a question, and writing center submissions. Smarthinking covers a wide range of subjects like basic math, algebra, statistics, trigonometry, calculus, chemistry, physics, accounting, reading and writing (all subjects). Sessions are archived and available for students to review at any time for studying or test preparation.

For more information about accessing the Smarthinking online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at gonzalese@nfc.edu **or (850) 973-1719 and/or Brianna Kinsey at** kinseyb@nfc.edu **or (850) 973-9458.**

For **any** additional information regarding services provided by the **Academic Success Center**, please contact any of the following:

- ➢ Elizabeth Gonzales, Academic Success Center Coordinator (850) 973-1719 / gonzalese@nfc.edu

> Academic Success Center (ASC) (850) 973-1624 / asc@nfc.edu

Americans with Disabilities Act

NFC is dedicated to the concept of equal opportunity. Students desiring modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Disability Resource Center directly. Accommodations and modifications will be made after the student registers with the Disability Resource Center and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be involved in providing accommodations to equalize the student's educational experience. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

Technology Access

All NFC online learning tools are available on the MyNFC portal. To access the portal, students should click the MyNFC link at the top of the NFC website (http://www.nfc.edu) or type the following URL into the Internet address bar: https://my.nfc.edu. **When accessing the portal for the first time, students should click the "First Time User" link and follow the instructions to set up the account.**

Each NFC student is provided an email account through GoMail. The student's GoMail account is the official email address used by faculty and staff for communication with the student. A student can access his/her GoMail account via the MyNFC portal. Students are expected to check their GoMail accounts regularly.

Desire2Learn (D2L) is the learning management system that houses all online and supplemented face-2-face courses. Students can log in to an online or supplemented course by accessing the MyNFC portal. Students will then see their course(s) listed under the "My Courses" widget on the D2L homepage. Click the name of the course to begin.

Student Ombudsman

The Student Ombudsman provides confidential, informal, and neutral assistance to students seeking to resolve disputes or address issues of importance. The Student Ombudsman does **not** serve as a student *advocate*, but rather serves as a guide to assist students in the navigation of College organizational structure and in understanding of policies and procedures. David Paulk is the current Student Ombudsman. He can be reached at (850) 973-9418 or paulkd@nfc.edu.

Equal Opportunity Statement

North Florida College is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFC does not discriminate in any of its policies, procedures or practices on the basis of race, ethnicity, color, religion, sex, national origin, gender, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law. Inquiries or complaints regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone (850) 973-9481 or email equity@nfc.edu.

Student Rights

As members of the College community, students have certain rights that include the following.

Students have the

- Right to a quality education;
- Right to freedom of expression;
- Right to hold public forums;

- Right to peacefully assemble;
- Right to a fair and impartial hearing;
- Right to participate in Student Government;
- Right to be a member in authorized student organizations;
- Right to appeal College decisions through established grievance procedures;
- Right of personal respect and freedom from humiliation and control;
- Right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

Student Responsibilities

As members of the College community, students have certain responsibilities that include the following.

Students are

- Expected to assume responsibility for knowing the rules, regulations and policies of the College;
- Expected to meet the course and graduation requirements of the students' program of study;
- Expected to keep college records current with up-to-date addresses and other information;
- Expected to meet with an academic advisor at least once each term;
- Expected to comply with College rules, regulations and policies; and
- Expected to behave in a manner which demonstrates respect for others and self.

Student Rights Under the Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their educational records.

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by North Florida College to comply with the requirements of FERPA. Please write to: U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20203.
5. The right to obtain a copy of North Florida College's student record policy from the Office of the Registrar, North Florida College, 325 NW Turner Davis Drive, Madison, Florida 32340.

Vulnerable Persons Act

All faculty and staff of North Florida College are required by law to report any type of abuse of minors that they witness or become aware of through written or verbal communication, regardless of the time that has passed since the abuse occurred. Students are advised that any information, written or verbal, communicated in this class, or to the instructor in any way, in regards to any willful act or threatened act that results in any physical, mental, or sexual abuse,

injury, or harm that causes or is likely to cause harm to the physical, mental, or emotional health of another to be significantly impaired is subject to disclosure as required per Florida State Statutes.