



## CGS 1100C Computer Applications 1 Syllabus Summer 2024

### Course Information

**Course Title:** CGS-1100C Computer Applications 1

**CRN:** 30010

**Course number with Section:** CGS 1100C Section 01

**Course Description:** This course is designed to familiarize students with microcomputers, using some of the more popular commercially available software packages, including an introduction to an operating system and/or user interface. Emphasis is on practical exercises using word processing, spreadsheets, presentations, and databases.

**Course Location:** Online

**Course Day and Time:** Online

**Prerequisites:** N/A

**Corequisites:** N/A

### Instructor Information

**Name:** Elizabeth (Ellie) Morgan

**Office Location:** Building 4, Library

**Office Hours:** Virtual Office Hours Mondays and Wednesdays 3:00 p.m.– 4:00 p.m. or by appointment convenient for student schedule (in person, phone, Zoom).

**Phone Number:** (850) 973-9422

**Email:** morgane@nfc.edu

**Instructor Response Time for Phone/Email:**

Phone and email messages will be answered within 24 hours Monday-Friday. On weekends, I will do my best to reply as soon as possible, but please allow until the next business day for a guaranteed response. 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 school hours. Note: If you do not get a response from your instructor within the time frames specified above, please contact Sharon Brave Heart, bravehearts@nfc.edu

**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 Cengage/MindTap is **NOT** your current grade; see D2L for your current grade to date.

**Department Chair:** Sharon Brave Heart

**Department Chair Email:** bravehearts@nfc.edu

## Required Curriculum/Textbook and Course Materials

**Required Textbook:**

The Shelly Cashman Series® Microsoft® Office 365® & Word® 2021 Comprehensive by Misty E. Vermaat, Jennifer Duffy 1st Edition | Copyright 2023 Cengage, MindTap  
ISBN-13: 9780357676660 This is an eBook with digital access. All assessments are administered through Cengage - MindTap.

Students who purchase this textbook from an outside source (not the NFC bookstore) must purchase the Digital Platform with MindTap.

**Note:** Your course is included in the Follett Access Program. You will receive an email regarding your textbook from Follett, the NFC bookstore. Through Follett Access, your textbook and materials are less costly, and they are automatically in your D2L course on the first day of class. If you choose to opt out of this program, you will need to follow the process on the email you receive and you will be responsible for purchasing all required materials for this course. If you have any questions regarding this process, please contact support at <https://customersupportcenter.highered.follett.com/hc/en-us>.

**There will be a link to the Cengage course in the Content area of the D2L course. Click on the link to connect your D2L account to your Cengage account.**

**Required Course Materials/Supplies:** N/A

**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 settings
- ✓ Must have access to Microsoft Office 365 programs: Word, Excel, PowerPoint, and Access (This is available to all current NFC students as an Office 365 download; see access instructions on your D2L homepage)
- ✓ Must be able to access and use NFC GoMail account
- ✓ Must be able to navigate through D2L - For D2L Help, email: help@nfcc.on.spiceworks.com
- ✓ System Requirements are listed in course Content in D2L

- ✓ You will need to have access to a computer and high-speed internet to complete your assignments. TIP: If you have problems loading files or accessing documents, try using a different browser or clearing cookies and cache. **Some school assigned Chromebooks might not work with the MindTap program. Make sure to have access to an alternative computer. Mac Computers will work for the first 3 modules, but you MUST have access to a Windows based computer for the 4th Module - Access Database.**
- ✓ Computer use is available on campus in the library.

*NOTE: YOU MUST BE ABLE TO DEVOTE 5-7 HOURS PER WEEK TO THIS COURSE*

Lack of any of the above-listed requirements does not constitute an excuse for late, incorrect, or missing work.

## Grading Policy and Assessment Methods

### Course Grading/Student Performance Evaluation:

SAM Getting Started Project	1% of final grade	SAM = Skills Assessment Manager
SAM Training	12% of final grade	EOM = End of Module
EOM/SAM Projects	63% of final grade	
Capstone Projects	24% of final grade	

Grades for this course are based on a weighted percentage system. With weights per type of assignment as listed above. 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

A passing grade in this course depends on your degree. In general, as a prerequisite or for AS degrees a passing grade is C or higher. Contact your advisor for specific information about your degree and what grade is required to receive credit.

Late Assessments: To allow for any issues, late submissions with a 50-point penalty on submitted score is allowed for the following graded assessments: Trainings, EOM Projects, SAM Projects, Capstone Projects (Word, Excel, and PowerPoint only). Assessments are open at the beginning of the semester, allowing time to begin and complete assignments by the due date.

**Final Exam Information:** Your final exam will consist of the Access Module capstone project. Your capstone project may be completed early but is due by Sunday, July 14 at 11:59pm.

## 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

**Course Level Student Learning Outcomes:**

1. Students will demonstrate knowledge of computer concepts and terminology relating to computer applications.
2. Students will demonstrate knowledge of word processing software by creating and editing documents.
3. Students will demonstrate knowledge of electronic spreadsheets by entering and formatting data and text, performing calculations, and creating charts.
4. Students will demonstrate knowledge of presentation software by creating and editing an electronic slide show presentation.
5. Students will demonstrate knowledge of database software by entering, editing, and managing data in database objects.
6. Students will use the Internet effectively for communication.

<b>Student Course Level SLO #</b>	<b>A.S. Accounting Technology Program Outcome #</b>	<b>A.S. Business Administration Program Outcome #</b>	<b>Summative Assessments</b>
1	3	2	Getting Started Project
2	3	2	Word 1-3 EOM & SAM Projects Word Capstone Project
3	3	2	Excel 1-3 EOM and SAM Projects Excel Capstone Project
4	3	2	PowerPoint 1-3 EOM & SAM Projects PowerPoint Capstone Project
5	3	2	Access 1-3 EOM & SAM Project Access Capstone Project
6	3	2	Getting Started Project

# Course Content and Schedule

Early Alerts: Full Term June 11<sup>th</sup> – 12<sup>th</sup>

CGS 1100C Summer 2024 – Instructor, Ellie Morgan

May 20 Start Date - CRN 30010

This schedule is subject to change. Check D2L daily for updates.

May 20	<input type="checkbox"/> Virtual Course Orientation (see details in D2L course newsfeed)	
Thursday, May 23	<input type="checkbox"/> Attendance Quiz <input type="checkbox"/> SAM Getting Started Project	
Sunday, May 26	<b>Word Module 1</b> <input type="checkbox"/> SAM Training <input type="checkbox"/> EOM Project <input type="checkbox"/> SAM Project	<b>Word Module 2</b> <input type="checkbox"/> SAM Training <input type="checkbox"/> EOM Project <input type="checkbox"/> SAM Project
Sunday, June 2	<b>Word Module 3</b> <input type="checkbox"/> SAM Training <input type="checkbox"/> EOM Project <input type="checkbox"/> SAM Project	<b>Word Capstone Project</b> <input type="checkbox"/> SAM Capstone Project
Sunday, June 9	<b>PowerPoint Module 1</b> <input type="checkbox"/> SAM Training <input type="checkbox"/> EOM Project <input type="checkbox"/> SAM Project	<b>PowerPoint Module 2</b> <input type="checkbox"/> SAM Training <input type="checkbox"/> EOM Project <input type="checkbox"/> SAM Project
Sunday, June 16	<b>PowerPoint Module 3</b> <input type="checkbox"/> SAM Training <input type="checkbox"/> EOM Project <input type="checkbox"/> SAM Project	<b>PowerPoint Capstone Project</b> <input type="checkbox"/> SAM Capstone Project
Sunday, June 23	<b>Excel Module 1</b> <input type="checkbox"/> SAM Training <input type="checkbox"/> EOM Project <input type="checkbox"/> SAM Project	<b>Excel Module 2</b> <input type="checkbox"/> SAM Training <input type="checkbox"/> EOM Project <input type="checkbox"/> SAM Project
Sunday, June 30	<b>Excel Module 3</b> <input type="checkbox"/> SAM Training <input type="checkbox"/> EOM Project <input type="checkbox"/> SAM Project	<b>Excel Capstone Project</b> <input type="checkbox"/> SAM Capstone Project
Sunday, July 7	<b>Access Module 1</b> <input type="checkbox"/> SAM Training <input type="checkbox"/> EOM Project <input type="checkbox"/> SAM Project	<b>Access Module 2</b> <input type="checkbox"/> SAM Training <input type="checkbox"/> EOM Project <input type="checkbox"/> SAM Project
Sunday, July 14	<b>Access Module 3</b> <input type="checkbox"/> SAM Training <input type="checkbox"/> EOM Project <input type="checkbox"/> SAM Project	<b>Access Capstone Project</b> <input type="checkbox"/> SAM Capstone Project

## eTextbook

The textbook for this course is online and located in the MindTap platform.

## Assessments

**All assessments described below are administered through MindTap/Cengage.** Assessment may be accessed through the links provided in D2L or directly through the MindTap Learning Path.

**SAM Getting Started Project:** This project will familiarize you with how to navigate through SAM. You will watch the Getting Started with MindTap video and complete the SAM Getting Started Project within Cengage-MindTap.

**SAM Training:** SAM trainings provide an opportunity for students to apply the concepts learned in each chapter. SAM trainings have three modes: Observe, Practice and Apply. The trainings automatically open in “Apply” mode; students must complete the training in “Apply” mode to receive credit. If students are having difficulty with a specific task, they may review the task in the “Observe” or “Practice” mode.

**End of Module (EOM) Projects:** End of Module SAM Projects, give students the opportunity to practice and apply their Microsoft Office skills in real-world scenarios. Students will have two attempts on this assessment.

**SAM Projects:** SAM 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 who complete the projects have the opportunity to practice and apply their Microsoft Office skills in real-world scenarios. Students will have two attempts on this assessment.

**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.

**Note:** All files are coded to your account. If you attempt to submit another student’s file, MindTap will alert the instructor. File sharing is not permitted and is considered plagiarism. Any students caught plagiarizing will be turned into Academic Affairs and will receive a zero on the assignment.

**Due Dates: Sundays are the main due dates, but check the schedule closely, the first assignment is due on a Thursday. Try to complete assignments several days before the deadline to give yourself time for computer problems and retakes if needed. All assignments are open the first day of class, students may work ahead. If an assignment is submitted after the due date, the student will receive a 50-point penalty.**

If you are having difficulty in the course, during the early alerts dates, campus staff (mainly from the Academic Success Center and/or your advisor) will contact you to discuss strategies and solutions for improving your course performance. All assistance is part of your NFC tuition and support system so communicate as soon as you receive notifications.

# 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 “Getting Started,”. Students will be prompted to complete the Mandatory Attendance quiz by the deadline as given on the course schedule; this quiz will verify students’ attendance in the course.

## Late Assessments

To allow for any issues, late submissions with 50-point penalty on submitted score is allowed for the following graded assessments:

- Trainings
- EOM Projects
- SAM Projects
- Capstone Projects (Word, Excel, and PowerPoint only)

Assessments are open at the beginning of the semester, allowing time to begin and complete assignments by the due date.

## 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 with Cengage/MindTap contact 1-800-354-9706. Chat, video tutorials and more assistance are available by click on your name in the upper right corner of your MindTap account.

Brightspace D2L issues should be emailed to [help@nfcc.on.spiceworks.com](mailto:help@nfcc.on.spiceworks.com).

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 the NFC Library, 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.

# 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.nfcc.edu](http://www.nfcc.edu). All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Instructors use [www.turnitin.com](http://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 white. **NOTE: Some visitor parking spaces are lined in yellow with the word "Visitor" in the center. These are for visitors only. Students are not allowed to park in these spaces. 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**. **There will be no second warning.** 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. 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):

Fall/Spring Term

Monday – Thursday 8:00 a.m. – 7:00 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

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. 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](mailto: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:

Fall/Spring Term

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

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

Monday – Thursday 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>.

### Tutor.com Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through Tutor.com. Tutor.com offers 1-to-1 tutoring available on demand in 250+ subjects, 24/7 Anytime, anywhere.

**For more information about accessing the Tutor.com online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at [gonzalese@nfc.edu](mailto:gonzalese@nfc.edu) or (850) 973-1719 and/or Brianna Kinsey at [kinseyb@nfc.edu](mailto: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](mailto:gonzalese@nfc.edu)
- Brianna Kinsey, Tutor Lab Manager (850) 973-9458 / [kinseyb@nfc.edu](mailto:kinseyb@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. Accommodation 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](mailto: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 based on 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](mailto: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 the 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.