



Course Syllabus CET 1171C - 1641

Computer Repair Essentials Fall Term 2025-2026 (0655)

Welcome

Welcome to CET1171C Computer Repair Essentials. This is the first of two classes covering the concepts of personal computer troubleshooting and repair. Although there are no direct pre-requisites, students are expected to have an above average understanding of Windows-based PCs in order to be successful in this course.

Plan to spend a minimum of 10 – 15 hours each week on content study and assignments.

DO NOT WAIT UNTIL THE WEEKLY DUE DATE TO BEGIN WORKING ON ASSIGNMENTS.

Instructor Contact Information



John "Eric" Sessums

Email

sessums.eric@spcollege.edu

Phone: 727-341-4482

Office and Online Chat Hours:

virtual

Office Location:

virtual

Instructor Web Page:

Departmental Contact Information

Mark McKinney

Title: Dean, College of Computer and Information Technology (CCIT)

Email: McKinney.Mark@SPCollege.edu

Phone Number: 727-341-4305

Appointment Information: Call or email to schedule an appointment

John Long

Title: Associate Dean, College of Computer and Information Technology (CCIT)

Email: Long.John@SPCollege.edu

Phone Number: 727-341-4620

Appointment Information: Call or email to schedule an appointment

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): Prerequisites: None. (Note: Credit is only given for CJE1661 or CET1171C.)

Credit Hours: 3

Modality: Online

Course Description: This course is designed to teach the student basic technical skills needed to understand the function and operation of major elements of Personal Computer (PC) systems, and how to localize and correct common hardware problems. Students will acquire hands-on experience with stand-alone PC systems as well as those in virtualized and cloud-based environments. The course will focus on broad concepts and diagnostic tools which allow the student to determine the condition of a PC system and how to best correct a fault. Additional coverage is included on mobile devices and configuring peripheral devices. Various software tools will be used to diagnose PC problems. This course aligns with the objectives of the CompTIA A+ Certification Core 1 exam. (Note: Credit is only given for CET 1171C or CJE 1661).

Course Objectives

1. The student will define the essential components of a PC system, including hardware/software components, and explain their functions by:
 - a. identifying the various parts inside a desktop computer case and describe how they connect together.
 - b. identifying the various ports, slots, and internal components of a laptop computer.
 - c. describing the purpose of various tools you will need as a computer hardware technician.
 - d. explaining the special considerations when supporting laptop computers that are different than supporting desktop computers.
 - e. describing and comparing various types and features of motherboards.
 - f. comparing characteristics and purposes of processors and physical memory used for personal computers.
 - g. discussing storage technologies used in personal computers and their communication methods.
2. The student will optimize personal computer (PC) systems by:

- a. configuring a motherboard using Basic Input/Output System (BIOS) or Unified Extensible Firmware Interface (UEFI) firmware.
- b. selecting a power supply to meet the power needs of a system.
- c. describing the general approach technicians use to install and support Input/Output (I/O) devices.
- d. installing and configuring several I/O devices, such as barcode readers, biometric devices, digital cameras, webcams, graphic tablets, and touch screens.
- e. installing and configuring adapter cards.
- f. installing and supporting storage devices used in personal computers systems.

3. The student will analyze and repair personal computer (PC) systems by:

- a. demonstrating an organized approach to solving any computer problem, especially hardware problems occurring during the boot.
- b. troubleshooting and resolving problems with the electrical system.
- c. troubleshooting and resolving problems with the motherboard, processor, and memory.
- d. troubleshooting and resolving problems with storage devices.
- e. troubleshooting and resolving common problems with I/O devices.

4. The student will apply network technologies used in personal computer (PC) systems by:

- a. describing network types and the Internet connections they use.
- b. explaining the Transmission Control Protocol/Internet Protocol (TCP/IP) protocols and standards Windows uses for networking.
- c. connecting a computer to a wired or wireless network.
- d. configuring and securing a multifunction router on a local network.
- e. comparing and contrasting hardware used to build local networks.

5. The student will correct common problems with mobile device technology by:
 - a. describing various hardware components in mobile devices and types of wired and wireless connections mobile devices can make.
 - b. troubleshooting and resolving hardware problems with mobile devices.
6. The student will summarize the need for system virtualization and cloud computing environments by:
 - a. describing the process of desktop virtualization.
 - b. explaining the purpose of client-side virtual machines.
 - c. identifying the resource and security requirements for client-side virtualization.
 - d. defining common cloud models and characteristics.

Important Dates

Class Dates: 18-AUG-2025 to 10-OCT-2025

Drop Date: 22-AUG-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.

If you are unsure whether this course participates in the First Day program, please contact your instructor for clarification.

Required Textbook and Other Resources

MindTap for Andrews/Dark Shelton/Pierce's CompTIA A+ Guide to IT Technical Support, 11th Edition using Cengage Unlimited - Access (1 Semester)

Required or Optional: Required

ISBN: 9780357700006 (Instant Access)

Authors: Andrews/Dark Shelton/Pierce

Publisher: Cengage Learning

Edition: 11th

Notes

*****When purchasing the required materials from the SPC Bookstore website, it is imperative that you select the appropriate campus to which the course section is assigned even if it is an online class. The Bookstore website does not allow for a global search across all campuses. You may receive a message that "Course Materials are Not Available" if the correct campus is not selected. If you are unsure**

*which campus your course section is assigned to please ask your instructor. To see an example of a website search, please [CLICK HERE](#).****

This course is assigned to the Epicenter Campus.

Note: The same textbook is used for both CET1171C Computer Repair Essentials and CET1172C Computer Support Technician. If taken back to back during the same semester only a single purchase is necessary.

THESE MATERIALS SHOULD ONLY BE PURCHASED NEW, THERE IS NO USED OPTION EVEN IF INDICATED ON THE BOOKSTORE WEBSITE.

YOU ARE EXPECTED TO HAVE THE REQUIRED MATERIALS FROM DAY 1 OF THE COURSE.

Performance Assessment and Grading

Assignments will be graded weekly following the passage of the designated due date. Cumulative grades averages will be current once weekly grading is complete.

Grading Scale

GRADING

The grading scale will be based upon your performance on an average of the following projects and examinations:

Category	Percentage
Introductory Assignments (Canvas and Mindtap)	10%
Discussion Forums (Canvas)	15%

Module Lab Simulations (Mindtap)	20%
Module Quizzes (Canvas)	20%
Practical Lab Assignments (Canvas Dropbox)	20%
Core 1 Post Assessment Quiz (Mindtap)	15%

The standard college grading scale will apply to your final grade in the course as indicated below:

A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 - 69%, F = below 59%

Late Work Policy

WEEKLY ASSIGNMENTS

Weekly activities are presented in various forms throughout the class. **Unless otherwise indicated, all assignments are due no later than Monday of the following week at 11:59 pm.**

Late work is NOT ACCEPTED.

- **Discussion Posts** are to be completed weekly in Canvas to insure your active status in the course (**due dates are not negotiable**).
- **Practical Lab Assignments** will be completed each week and submitted to the associated Canvas dropbox. Specific details will depend upon the course modality (IN-CLASS or ONLINE). If IN-CLASS, you are required to complete these during the scheduled class meeting. **THERE ARE NO MAKE-UPS IF YOU MISS CLASS.**
- Student Resources and Assignments are available in the Cengage Mindtap environment and consist of the following:
 - Additional Course Resources (UNGRADED)
 - Weekly Module Lab Simulations (GRADED)

NOTE: Expect to spend a minimum of 10-15 hours per week outside of class in order to be successful in this course.

IMPORTANT TIPS FOR SUCCESS IN THE CENGAGE MINDTAP ENVIRONMENT:

- It is recommended that only a fully enabled computer be used to complete assignments. While some features may work, it is best not to attempt use of a Chromebook, tablet, or other mobile device.
- Only use the Chrome or Firefox browser for completing the assignments. Edge, Safari, or other browsers will not work properly.
- Pop-up blockers must be turned off in the browser for proper loading of certain pages.
- Internet connections must be truly high speed. A minimum of 25 mb/s download is recommended for proper rendering when completing the labs. Go to <https://www.fast.com> to check your speed.

CORE 1 FINAL ASSESSMENT

The final assessment will be administered during the last week of class and consists of the Core 1 Post Assessment Quiz in Unit 7 of the MindTap environment. For IN-CLASS sections please check with your instructor as to whether attendance is required during Final Exam week.

Availability of Course Content

The syllabus will be available the Friday before the term begins. The Instructor will determine whether additional course content will be accessible.

Communication Plan

For questions or concerns regarding assignments or other issues, please use the Canvas email tool exclusively for communication.

Instructors will generally check email every 24-48 hours. Please allow time for a reply.

How to Be a Successful Student

Embarking on the journey of higher education can be transformative, and embracing the habits of successful students is a key component of that transformation.

Habits of Successful Students:

- Proactive and disciplined attendance: punctual attendance, active engagement in class activities.
- Actively seek to catch up on missed materials: acquire notes and assignments promptly.
- Engage in continuous study outside class: deepen understanding through self-study.
- Integrate feedback and seek extra credit opportunities.
- Remain fully involved in the educational process.

Mindset and Strategic Approach:

- Set realistic and specific learning goals for focus and direction.
- Recognize the value in each task to sustain effort.
- Maintain a positive attitude and break tasks into manageable parts.
- Regularly monitor progress and understanding.
- Embrace mistakes as learning opportunities for resilience and genuine interest in the subject.

Course Attendance

The college-wide attendance policy is included in the Syllabus Addendum at <http://www.spcollege.edu/addendum/>. Please refer to this addendum for complete information about the college-wide attendance policy.

For blended class sections, attendance is made up of both in-class and online components. Students must meet the attendance requirements for each one to be considered present for the week. The attendance components are defined below:

- **In-class:** Physical class attendance includes arriving on time, participating with group discussion, and remaining until dismissed by the instructor at each meeting. The roll is taken at every class meeting. More than one missed class will likely have a negative effect on your final grade. This course also requires access to an

external learning environment that includes the electronic copy of the textbook. You must also have the required materials and be enrolled in the Mindtap learning environment for the course by the second week of class to be considered in attendance. Failure to comply with all requirements will result in absence from class being recorded and may result in withdrawal from the course.

- **Online:** This course requires access to an external learning environment that includes the electronic copy of the textbook. You must have the required materials and be enrolled in the Mindtap learning environment for the course by the second week of class to be considered in attendance. Failure to comply with the requirements will result in absence from class being recorded and may result in withdrawal from the course.

For online class sections, attendance and participation are determined by active interaction in the weekly discussion forums and submission of assignments. With the exception of class meetings online students must meet the same requirements for attendance as students in blended sections.

In addition to regular attendance, active participation is also monitored. Failure to complete at least 50% of the work each week will be deemed as lack of active participation in the course. If you are not routinely completing discussion forums, quizzes, and lab assignments you risk being dropped from the course for lack of active participation. If you miss more than three classes overall you may also risk withdrawal for lack of active participation, regardless of your current course grade. Students that are withdrawn from class will no longer have access to the Canvas content for the class.

*If you are late to a blended class meeting and the class is already underway, confirm that the instructor has updated your attendance for the day to a tardy. More than one extreme tardy may have a detrimental effect on your final grade.

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 [publisher or other 3rd party tools or platforms here] and the tools contained within the program to be successful in this course.

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 Not Permitted

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 strictly prohibited from using use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, in this course. The work produced by AI writing tools is not your own original work and is therefore unacceptable for the assignments in this course.

If you cite AI-generated content, the work will be considered incomplete and receive a zero. If you do not cite, the work will be considered plagiarism and receive a zero. If you have any questions about this, please reach out to me.

Generative AI Permitted Under Some Circumstances

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 may only use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, when assignment directions specifically state that it is allowed, and these tools must be used with caution. 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.

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.

Respondus LockDown Browser Proctored Testing Information

Proctored Testing Requirement

This course requires one or more of your quizzes/exams in the Learning Management System (LMS) to be virtually proctored. Proctoring will be conducted using an online proctoring service called LockDown Browser & Respondus Monitor. You DO NOT need to create an account or schedule an appointment. Your quizzes will be accessible on the dates your instructor has set for you to take them. To take a LockDown Browser & Respondus Monitor quiz, you will need the following: a computer, a working webcam/microphone, your ID, and a stable internet connection. Check out [LockDown Browser & Respondus Monitor Support for Test-Takers](#) to learn more or for technical assistance.

Room Scan & ID Information

To uphold academic integrity and ensure a fair testing environment for all students, you will be asked to conduct a room scan and show a valid, official ID prior to beginning your examination. Please be aware that this process involves your webcam recording and inspecting your physical testing environment. This includes the surface of your desk, any surrounding walls, and the area under your desk. By participating in this course and its assessments, you acknowledge and consent to these conditions.

Your official ID should include your name, photo, and signature for identity verification purposes. Acceptable forms of ID include a university ID, driver's license, passport, or

other government-issued identification. No examination will be permitted to start without a proper ID check.

What is my responsibility?

For courses that utilize LockDown Browser & Respondus Monitor, students are required to have a Windows, Mac computer, iPad, or Chromebook, a Web Cam, and download the LockDown Browser. You will be prompted to download the Lockdown Browser when launching the quiz.

For students who don't have access to technical equipment and need to borrow a computer check out the [Respondus Laptop Lending Process](#).

Need help? Contact

[Lockdown Browser/Respondus Monitor Support](#)

Copyleaks

The instructor of this course may require the use of Copyleaks as a tool to promote learning. The tool identifies similarities and potential issues in written work that merit review. Use of the service enables students and faculty to pinpoint areas that can be improved through enhanced paraphrasing, source integration, or proper citation. Submitted papers are analyzed for originality and remain confidential within the Copyleaks system for this purpose only. Students retain full copyright to their work. Review the [Copyleaks Usage Agreement](#) for full details. Students who do not wish to submit work through Copyleaks must notify their instructor via course email within the first seven days of the course. In lieu of using Copyleaks, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

View the [Accessing the Similarity Report](#) tutorial.

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](#)

Course Specific 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 eaao_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.

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.

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.

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 that the instructor of this course reserves the right to make any changes to the syllabus, course schedule, calendar of events, discussion threads, assignments, etc. throughout the course of the semester. You will be notified of those changes in advance (or as much as possible in advance) when this occurs. 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.

COMPTIA A+ INDUSTRY CERTIFICATION

IF YOU ARE PLANNING ON TAKING THE CompTIA A+ Core 1 220-1101 EXAM AT THE CONCLUSION OF THIS COURSE WITH A VOUCHER PROVIDED BY ST. PETERSBURG COLLEGE, THE REQUIREMENTS BELOW MUST BE MET PRIOR TO THE FINAL EXAM DUE DATE:

1. Earn a score of 85% or better on the Core 1 220-1101 Post-Assessment exam in in Unit 7 of the MindTap environment.

2. Have a final cumulative average of 80% or better in the course.

3. Contact your instructor via email after earning the score with notification that you would like to take the exam.