



School of Science & Technology

ITEC 2201 – Introduction to Information Systems

Faculty Information

Faculty: Yi Ding

Office:

E-mail: yding1@ggc.edu

Technology Covenant

Technology will be used to deliver content, provide resources, assess learning, and facilitate interaction, both within the classroom and in the larger learning community. This technology information provides a general guideline for the use of technology in this course. I reserve the right to make periodic and/or necessary changes to the use of technology in our class, including communication channels, in order to accommodate the needs of the class as a whole and fulfill the goals of the course. Students should check this MyCourses (Brightspace by D2L) course daily, as changes will always be announced and recorded on the course site.

Course materials and Grading

You can expect to access the course materials and grades via Desire2Learn. Students should check Desire2Learn regularly, as course changes will always be announced and recorded on the course Desire2Learn site. Note that both the lecture and the lab components of the course are posted on the same site.

Communication

- I want to have face-to-face conversations with you, when possible. However, we may need to establish a time and place via email or by phone.
- I prefer e-mail for most situations. Monday through Friday expect me to respond to e-mail by 7 pm. E-mail received after 7 pm will be returned by the next day. My cell phone is off from 7 PM to 8 AM. On the week-end or when I am away from campus (i.e., at a conference), my response is irregular.
- When corresponding by email, I will communicate with you using only your GGC email or through the Desire2Learn site. You should check your GGC email every day. Emails from other domains (yahoo.com, gmail.com, hotmail.com, etc.) will not receive replies due to the Family Educational Rights and Privacy Act (FERPA).

Expectations of Students

- All students at GGC need to have access to a computer. If you do not have one, computer labs are available on campus.
- I expect students to access course or individual communications within 1-2 days excluding weekends.

Updated 11/29/2023

- Cell phones should be set on silent and stowed during class.
- Laptop computers should remain off, except when they are being used for an in-class activity or for taking notes.

Technology Changes

This covenant provides a general guideline for the course. Periodic and/or necessary changes to the covenant, including technology use and communication channels, may be required in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

Course Information

Class Details

Course Details: ITEC 2201

Class Time: Wednesday only, 6:30 ~ 9:15 pm

Course Meeting Dates: 8/12 ~ 11/13, every Wednesday

Course Description

A study of the fundamentals of information systems, including what they are and how they affect organizations.

Course Prerequisites

ITEC 1001 (ITEC 2110 & ITEC 2120 recommended for IT Majors); ENGL 0999

Course Resources

Required Texts

All course materials are free and posted on Brightspace by the instructor for students to use

Computer Software Required:

MS Office 2016/2019 (Word, Excel, Access, PowerPoint, Project, Visio), SAP

Additional Resources

Google cloud and SAP account access will be provided to the class.

Course Outcomes

Upon completion of this course, students will:

1. Describe and define fundamental terms, concepts and roles of information systems and associated Technology.
2. Explain the strategic role of information systems in contemporary organizations.

3. Describe the basic concepts of systems and systems thinking as they apply to the conceptualization, development, project management, evaluation, ethics and use of information systems.
4. Describe concepts of and develop information systems applications commonly employed within an organizational setting to manage data and make decisions.

Course Requirements and Grading

You can expect to access the course materials and grades via our course in MyCourses (Brightspace by D2L). Students should check this MyCourses (Brightspace by D2L) course daily, as changes will always be announced and recorded on the course site.

Grading Scale

- A (Excellent) 90-100
- B (Good) 80-89
- C (Fair) 70-79
- D (Poor) 60-69
- F (Failure) 59 and below

Grading Percentages

Grading Category	Percent Weight
Quizzes	15%
Exams	20%
In-class Work	18%
Assignments	10%
Mini Projects	27%
Semester Project	10%
Class Participation	5%

Late Work Policy

Assignments submitted over deadline will usually incur a 10% deduction per day up to 2 business days. Anything submitted on the 3rd day from the due date or later will be subjected to up to 50% penalty until to one week after the due date. Any assignment that has past cutoff date over one month will not be accepted.

I do not grant extensions on assignments except under extreme circumstances.

In-class quizzes and in-class exercises cannot be made up without an excused absence and must be made up within two weeks of your return to campus.

Course Outline/Assessments

Note: This is a tentative schedule. Exact schedule will be adjusted based on class most current progress. Some module timelines might be rearranged according to class learning needs.

Day	Topics	Learning Activities
1	Course Overview Chapter 1 – Introduction to Information Systems (IS)	Attendance check, in class exercises, Real Life Learning Exercise 1
2	Chapter 2 – Organizational strategy, Competitive Advantage, and IS	Attendance check, in class exercises, Chapter 2 assignment (i.e., Porter five forces analysis; SWOT analysis) Real Life Learning Exercise 2
3	Chapter 2 – Organizational strategy, Competitive Advantage, and IS Chapter 3 – IS Infrastructure (Network and Cloud Computing)	Attendance check, in class exercises, Semester project assignment – part 1 (i.e., Business Initiative Executive Summary) Real Life Learning Exercise 3 Chapter 3 – hands on assignment (i.e., web server set up in Google cloud)
4	Chapter 3 – IS Infrastructure (Network and Cloud Computing) Chapter 4 – Information Security	Attendance check, in class exercises, Chapter 4 assignment – (i.e., Blockchain and bitcoin pros and cons)
5	Chapter 4 – Information Security Chapter 5 – Software Development and Project Management	Attendance check, in class exercises, Chapter 5 assignment (i.e., system development life cycle) Real Life Learning Exercise 4
6	Chapter 5 – Software Development and Project Management	Attendance check, in class exercises, Semester project assignment – part 2 (i.e., MS Project plan)
7	Chapter 6 – Data and Knowledge Management	Attendance check, in class exercises, Database Project 1 – Manage Tables
8	Test 1 – Covers Chapter 1 to 4, in class Chapter 6 – Data and Knowledge Management	Attendance check, in class exercises, Database Project 2 – Query
9	Chapter 6 – Data and Knowledge Management	Attendance check, in class exercises, assignments

Day	Topics	Learning Activities
		Semester project assignment – part 3 (i.e., Database development for your business)
10	Chapter 6 – Data and Knowledge Management Chapter 7 – Business Intelligence and Data Analytics	Attendance check, in class exercises, Business Analytics Project 1 (i.e., Excel pivot table video course certification) Real Life Learning Exercise 5
11	Chapter 7 – Business Intelligence and Data Analytics	Attendance check, in class exercises, Business
12	Chapter 7 – Business Intelligence and Data Analytics Chapter 8 – Enterprise Systems (ERP, CRM, and SCM)	Attendance check, in class exercises, Business Analytics Project 2 (i.e., Research with Regression Analysis)
13	Chapter 8 – Enterprise Systems (ERP, CRM, and SCM)	Attendance check, in class exercises, SAP Project (i.e., procurement process practice)
14	Chapter 8– Enterprise Systems (ERP, CRM, and SCM) Chapter 9 – Ethics and Privacy	Attendance check, in class exercises, assignments
15	Test 2 – Covers Chapter 5 to 9 (default scheduled date)	Final Exam Week

Final Exam Details

There is no comprehensive final exam for this course. Instead, Test 2 will be given online during final exam week. This schedule is set by the registrar. The exam schedule cannot be changed at the convenience of the student. You should not plan to be absent during that week. A make-up final exam will only be given in cases of a verifiable excused absence.

Course Expectations

You can expect me:

- To start and end class on time.
- To reply to e-mails within 24 hours on weekdays and 48 hours on weekends.
- To assign homework that adequately covers the material and meets the learning objectives of the course while adhering to the time expectations for a 3 credit hour course.
- To give exams that accurately reflect the material covered in class and assigned in homework.

I can expect you:

- To come to class on time.
- To be attentive and engaged in class.
- To refrain from using laptops, cell phones and other electronic devices during class.
- To spend an adequate amount of time on the homework each week, making an effort to solve and understand each problem.
- To engage with both the abstract and computational sides of the material.
- To seek help when appropriate

As research on learning shows, unexpected noises and movement automatically divert and capture people's attention, which means you are affecting everyone's learning experience if your cell phone, pager, laptop, etc. makes noise or is visually distracting during class.

For this reason, I ask you to turn off your mobile devices and close your laptops during class only when you need to take notes using those devices. If you are doing anything other than taking notes on your devices please step out of the class so that other students are not distracted by your screen.

Important Dates

8/12 Classes Begin

8/18 Drop/Add Period Ends

9/2 Labor Day holiday

2/22 Midterm Grades Due

10/3 Last Day to Withdraw a Class with a W (by 5:00 p.m.)

11/24 - 12/1 Thanksgiving break

11/13 Last Day of Classes

12/4 - 12/10 Final Exams

12/13 End of Semester Grades Due

12/4 Commencement

12/17 Grades Available in Banner

Course Changes

This course syllabus provides a general plan for this course. The Faculty reserves the right to make changes to the syllabus, including changes to assignments, projects, examinations, etc., in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

School of Science and Technology

Vision Statement

The School of Science and Technology (SST) will become recognized in the region and the state for excellence in STEM education at an open access institution. SST faculty will provide effective and relevant courses and programs in science, math, and technology which are characterized by interdisciplinary learning, novel use of educational technology, and an active learning environment that stimulates critical thinking.

Mission Statement

The School of Science and Technology is committed to providing an innovative outcomes-based learning experience for all students of Georgia Gwinnett College. It provides programs of study in biology, math, exercise science, and information technology that offer its students disciplinary and interdisciplinary courses, as well as practical and applied learning experiences that prepare them for post-graduate schooling or for positions of responsibility in education, business, medicine or government. The SST also provides general education experiences that produce graduates who demonstrate math, science, and information technology literacy, and that foster an understanding of the role of these disciplines in our society and in an uncertain and changing world. The School's faculty maintain competency in their discipline and are knowledgeable of methods of providing innovative active-learning environments.

Make-up Exam Policy

You are expected to attend every class. Failure to attend class will affect your grade.

Special arrangements to take a regular exam early must be made in advance in writing. Early exams are available only at the instructor's discretion and only under extreme circumstances.

IF an emergency arises and you miss an exam you **MUST** notify me on the same DAY as the exam. Notification by email, text or phone message is acceptable. Any make-up work may have a different format or different content from the regular assignment. Make-up work should be completed within two days of the original due date. Work missed due to unexcused absences will be given a grade of zero.

Note: Lab Practical Exams CANNOT be rescheduled!

If you feel that you are unable to complete your courses due to illness or family emergency, contact the Registrar's Office to attempt to withdraw from your courses without penalty.

School/Program Outcomes

Integrated Educational Experience Goals:

The IEE Goals met by the objectives of this course are in bold/strong format:

- **IEE-1: Clearly communicate ideas in written and oral form.**
- **IEE-2: Demonstrate creativity and critical thinking in inter- and multi-disciplinary contexts.**
- **IEE-3: Demonstrate effective use of information technology.**
- IEE-4: Develop intercultural awareness of diverse viewpoints and of local and global perspectives.

- **IEE-5: Produce scholarly or creative works that reflect information literacy knowledge, skills, and dispositions.**
- **IEE-6: Demonstrate ethical and moral principles.**
- IEE-7: Demonstrate and apply leadership principles.
- **IEE-8: Demonstrate competence in quantitative reasoning.**

Academic Integrity, Plagiarism, and Artificial Intelligence

GGC students are expected to demonstrate integrity and honesty in their courses and to complete work according to their instructors' specifications. Students are responsible for avoiding every aspect or appearance of academic dishonesty. While it is impossible to list all acts of academic dishonesty, examples are listed at the end of this section. Additional details on academic integrity are found in the GGC catalog.

Plagiarism is a common form of academic dishonesty that involves representing another's work as one's own. Students can plagiarize on purpose or by accident. To avoid plagiarism, students must appropriately cite the sources of others' ideas, thoughts, and words that appear in their original work. In addition to requesting assistance from the [Academic Enhancement Center](#), their instructors, or trusted peers, students may use a variety of technologies to improve their writing. These tools, including Turnitin, Grammarly, and proofreading and editing features of word processing software, do not alter students' work to an extent that fundamentally affects their claim to authorship.

Instructors may use the Originality Check feature of Turnitin to see how similar student work is to online sources and to assist students in learning how to cite sources appropriately to avoid potential plagiarism. Instructors may also use applications to detect writing generated by artificial intelligence (AI). Although writing tools like Grammarly use AI to suggest edits, other AI technologies, such as ChatGPT, are meant to simulate human conversation and produce writing that appears to be authored by a person. Although AI can be used for educational purposes and to develop or improve one's writing, submitting work containing significant portions of completely AI-generated text, unless the instructor requests or explicitly allows it as part of an assignment, constitutes plagiarism.

If students submit writing that follows patterns typical of AI-produced text, or if the source of the work is unclear, then instructors may require students to explain their ideas and writing process. Instructors may take further action based on a preponderance of evidence (more likely than not based on totality of the evidence) that an academic integrity violation occurred, including reporting a violation of the [Student Code of Conduct](#) to the [Office of Student Integrity](#). [Instructors may insert specifics about their own policies here.]

Examples of Academic Dishonesty

- Knowingly performing, attempting to perform, assisting another in performing, or failing to report an act of academic dishonesty;
- Directly quoting or paraphrasing another's words without appropriate citation and punctuation;
- Overusing quotations in a written work;
- Using unauthorized materials during an exam;
- Submitting a single assignment for multiple courses without the instructors' knowledge or permission;

- Submitting assignments as one's own when they are not, including writing produced wholly or in significant part by ChatGPT or other AI, something written by a peer, family member, or paid writer, or something copied from another source;
- Misrepresenting or falsifying material;
- Misrepresenting circumstances such as illness.

Student Resources

Academic Enhancement Center (AEC)

The Academic Enhancement Center, located in W-1160, hosts several academic resources designed to help you achieve your goals. These resources include both in-person and virtual tutoring, as well as Peer Supplemental Instruction (PSI) peer-led study sessions. Visit the Academic Enhancement Center website or call our front desk 678-407-5191 to learn more about services and hours.

Counseling and Psychological Services (CAPS)

CAPS is a safe, secure, and **confidential** space designed to support GGC students. Meeting with a CAPS clinician is a chance to explore issues and determine possible courses of action or resolution in a respectful and confidential setting. Your mental health and wellness are our priority and we hope to help you succeed.

Your first step to starting your relationship with CAPS is to schedule an initial information-gathering appointment (Intake), where you meet with a clinician to discuss your needs. From here, a clinician will work with you to decide your next steps. Counseling is a collaborative effort that necessitates your willingness and commitment.

Counseling services are available for all currently-enrolled GGC students. Services are free to students and are offered year-round.

For more information, please visit [the CAPS website](#), or contact us at **678-407-5592**.

Also, for students who may need immediate support that cannot wait for a scheduled appointment, students have access to our **24/7 Support Line: 833-910-3366**.

Dean of Students

GGC's Dean of Students is an advocate for and resource to support student success at GGC. The Dean of Students can assist students in [crisis and emergency situations](#), including food/home insecurities, hospitalizations, medical issues and other issues related to health and safety. Your health and wellness matters! You can contact the Dean of Students at deanofstudents@ggc.edu or **678-407-5882**.

Disability Services

Access and Accommodations: It is important to GGC that all students have equal access to the classroom and their educations. If you have already established accommodations with [Disability Services](#), please provide me with your **Faculty Accommodation Notification**, with your approved accommodations listed. Please do so at your earliest convenience, so we can discuss your needs in this course.

If you have not yet established services through Disability Services (located in **D-1404**), but have a permanent disability (such as but not limited to: mental health, attention-related, learning, vision, hearing, physical or health impacts), or temporary condition that requires accommodations, you are encouraged to meet with Disability Services. **To contact Disability Services please call 678-407-5195 or send an email to disabilityservices@ggc.edu.**

Disability Services offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions. Reasonable accommodations are established through an interactive process requiring the student and disability services staff to meet. Disability services will review the documentation provided, discuss functional limitations with the student, along with the classroom environment and potential barriers or access issues. Georgia Gwinnett College is committed to creating an inclusive and accessible learning environment consistent with federal and state law.

Kaufman Library

The Daniel J. Kaufman Library and Learning Center provides a wealth of resources, services, and space, in support of your academic success. Tens of thousands of full text articles as well as e-books, e-book chapters, reports, statistics, streaming media, virtual anatomy models, etc., are available from [library databases, e-books, e-journals](#), and [media](#) collections covering a wide variety of subject areas. Books available at GGC and other USG institutions can be located in [GIL-Find, the library catalog](#), and print books can be borrowed from other USG institutions. Items not available through GGC or the USG can be borrowed through interlibrary loan. [Research and course guides](#) provide access to discipline specific databases, books, websites, etc. [Ask a Librarian](#) offers research assistance via chat, e-mail, phone, and walk-in. In-depth research assistance is available by [scheduling a research consultation](#). Kaufman Library has individual and group study space throughout the building as well as 37 individual and group study rooms that can be booked via the [online reservation system](#). There is a Quiet Reading Room located on the third floor. Computers, fully loaded with campus software, and printing are also available in Kaufman Library.

Georgia Gwinnett College Policies

Academic Integrity

Student Honor Statement: We will not lie, steal, or cheat, nor tolerate the actions of those who do.

Georgia Gwinnett College students are expected to adhere to the highest standards of academic integrity and are expected to encourage others to do the same. Further, students are expected to take responsible action when there is reason to suspect dishonesty on the part of others.

Academic dishonesty carries severe penalties ranging from a grade of "0" on the affected assignment to dismissal from Georgia Gwinnett College. Each faculty member at Georgia Gwinnett College bears the responsibility for assigning penalties for cases of academic dishonesty utilizing the faculty adjudication process. Please contact the Office of Student Integrity to report alleged violations of academic dishonesty. Students may appeal a penalty as outlined in the [Student Handbook](#) Section 4.6.5, Student Code of Conduct.

Academic Respect

The College exists to foster educational excellence. To this end, a classroom atmosphere that supports learning must be maintained. Students are expected to be active, attentive participants in the class. Students are also expected to abide by class policies and procedures and to treat faculty and other students in a professional,

respectful manner. Students are expected to be familiar with the [Student Handbook](#), Section 4.6.5, Student Code of Conduct.

Americans with Disabilities Act Statement

Georgia Gwinnett College provides reasonable accommodation to employees, applicants for employment, students, and patrons who have physical and/or mental disabilities, in accordance with applicable statutes. Georgia Gwinnett College takes affirmative action to employ and advance in employment persons who are qualified disabled veterans, veterans of the Vietnam Era, or other covered veterans. If you are a student who is disabled as defined under the Americans with Disabilities Act and require assistance or support services, please seek assistance through the [Office of Disability Services](#). An ODS Counselor will coordinate those services.

For more information on disability services, [click here](#).

Attendance Policy

The classroom experience is a vital component of the college learning experience. Interaction with faculty and with other students is a necessary component of the learning process. Students are expected to attend regularly and promptly all class meetings and academic appointments. Students who are absent from classes bear the responsibility of notifying their faculty that they will be absent and keeping up with class assignments in conjunction with Faculty provisions in the course syllabus. However, faculty will not request information from students about the specific reason for the absence nor documentation from students regarding a request for an excused absence. Students are not required to give faculty the specific reasons for an absence and students are not expected to send any documentation (including medical documentation) to faculty regarding an absence. Students who are absent and wish to submit documentation (including medical documentation) regarding the absence in order to have the absence qualify as an excused absence can submit the documentation to the Dean of Students. The Dean of Students will verify the absence and will notify the faculty member that the request for an excused absence is justified. An individual faculty member bears the decision as to whether a student's absence is excused or unexcused, and whether work will be permitted to be made up. The decision of the faculty in this case is final. However, as with any course-related issue, students may seek additional assistance through the school administration (Department Chairs, Associate Deans, Dean), and may choose to file a written student complaint. Students may also appeal a final grade in a course through the grade appeal process if they feel the faculty's decision on attendance has affected their final grade. The student complaint process and the grade appeal process are both outlined in the Student Handbook. Students who are absent because of participation in College-approved activities (such as field trips and extracurricular events) will be permitted to make up the work missed during their College-approved absences, provided that the student discussed with and obtained approval from the faculty to make up the work missed prior to the student's going on the field trip.

Individual faculty may establish additional attendance requirements appropriate to their course's context, e.g. lab attendance. A student whose class schedule would otherwise prevent them from voting will be permitted an excused absence for the interval reasonably required for voting.

For more information, please refer to the [Student Attendance Policy](#) in the GGC online catalog, [Academic Policies and Procedures](#).

COVID-19 Statement

For on-campus classes and activities, proof of vaccination is not required, but please help to keep your fellow Grizzlies healthy and get fully vaccinated and boosted as soon as possible. Vaccination locations can be found at <https://www.vaccines.gov/>

Face masks are strongly encouraged on campus for those who are not fully vaccinated and boosted.

Kindly do not enter GGC facilities if:

- You have signs or symptoms of the cold, flu, or COVID-19
- You have been diagnosed with a contagious illness and are still contagious
- You have had contact with a person that has or is suspected to have COVID-19 within the past 5 days and have not been fully vaccinated and boosted, are immunocompromised, and have not completed the recommended post-exposure quarantine protocol.

For more information, please visit [GGC's COVID-19 Health and Exposure Updates site](#).

Equal Opportunity and Affirmative Action Statement

Georgia Gwinnett College is an equal employment, equal access, equal educational opportunity, and affirmative action institution. It is the policy and practice of our institution to recruit, hire, train, promote, retain, and educate persons without regard to race, color, national or ethnic origin, age, disability, sex/gender, religion, sexual orientation, gender identity, genetic information, or veteran status as required by applicable state and federal laws (including Title VI, Title VII, Title IX, ADA, Sections 503 and 504 of the Rehabilitation Act, and Executive Order 11246).

Additionally, Georgia Gwinnett College affirms its commitment to keeping its workplace and academic programs free of discrimination and harassment, and maintaining an environment that recognizes the inherent worth and dignity of every person. Any individual who feels that they may have been discriminated against should contact the Equal Opportunity and Title IX Compliance office at titleix@ggc.edu or 678-407-5085.

Students requiring disability related accommodations, please contact the Office of Disability Services at disabilityservices@ggc.edu.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Edith Collins, Director of Equal Opportunity and Title IX/Title IX Coordinator

Building B, Suite 3700

678.407.5085

TitleIX@ggc.edu

For more general information, please visit the [Equal Opportunity and Title IX Office's website](#).

Grizzly Care Team

GGC is committed to ensuring the safety, health, and well-being of its students and community. To support its campus community, GGC has a Grizzly Care Team, a dedicated group of campus professionals responsible for assessing and responding to students, employees, faculty, etc., who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you see someone experiencing challenges, appearing distressed, posing a threat to their safety or someone else's safety, or causing a significant disruption to the GGC community, please submit a Grizzly Care Team referral at: <https://cm.maxient.com/reportingform.php?GeorgiaGwinnettCollege>.

You may also submit a referral for yourself if you'd like additional support.

NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact GGC's Public Safety at 678-407-5333 or 911.

Safety and Security

View the [GGC Safety and Emergency Communications web page](#) for information important to you. To avoid confusion and rumor, ensure you:

- 1) Sign up for [RAVE alert text notification](#).
- 2) Download the LiveSafe app for [iPhone](#) or [Android](#).
- 3) View the 15-minute [Active Shooter Video](#). You are the additional eyes and ears for first responders. Follow the adage, "If you see something, say something" to a GGC employee. Your community needs your increased vigilance and awareness.
- 4) For updates on COVID-19 please visit [our COVID-19 Public Health page](#). It includes links to the latest information from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and the University System of Georgia (USG), among others.

Sexual Misconduct Statement

Notice of Non-Discrimination. Georgia Gwinnett College ("GGC") is committed to maintaining a fair and respectful environment for living, work and study. Title IX prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. In accordance with federal, state and local law and the GGC's Equal Employment Opportunity and Affirmative Action Policy, GGC does not discriminate on the bases of sex (including pregnancy, child birth or a medical condition related to pregnancy or childbirth), race, color, creed, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, disability, marital status, veteran or military status, genetic information, or any other protected status or characteristic as defined by law in its programs and activities, and provides equal access.

Georgia Gwinnett College faculty are committed to creating a safe learning environment for all members of our community, free from gender and sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX of the Education Amendments of 1972. If you or someone you know is experiencing any of these behaviors, the College has staff and resources on campus to support and assist you. For a list of resources, please visit [Sexual Misconduct Resources](#).

Please note that the [Title IX/Sexual Misconduct Policy 4.1.7](#) designates all faculty members, including teaching assistants, as "Responsible Employees." Under GGC's Title IX/Sexual Misconduct Policy, all "Responsible Employees" must report all disclosures of sex or gender-based discrimination or violence to GGC's Title IX Coordinator. The Title IX Coordinator will reach out to provide resources, support, and information after receiving a report, but community members are not required to respond to such outreach. Reported information will remain private.

If you have (or someone you know has) experienced any form of sex or gender-based discrimination or violence and wish to speak with someone confidentially, please contact GGC's Title IX Coordinator Edith Collins at TitleIX@ggc.edu or 678-407-5085. For more information regarding GGC's Title IX procedures, reporting, or support measures, please visit the [Equal Opportunity and Title IX Compliance office's](#) website.