COURSE SYLLABUS

COURSE TITLE: **POFT 1301-151, Business English - Online**

SEMESTER/YEAR: **Fall 2024, August 26 – December 9**
FINAL – Monday, December 9
Available from 12 AM to 11:59 PM

INSTRUCTOR: Pat Dennis

OFFICE LOCATION: Lubbock Center, Room 120F

OFFICE HOURS:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	ROOM
By Appt. Only	1-4 PM	By Appointment	1-4 PM	10 AM-12 PM Other Times by Appointment	Lubbock Center Room 120F

OFFICE PHONE: **806-716-4638**

E-MAIL ADDRESS: **pdennis@southplainscollege.edu**

A student who enrolls in this class who may need classroom accommodations is strongly encouraged to schedule an intake interview with the special services department before enrolling in this class or prior to the add/drop date for this semester.

COURSE DESCRIPTION: This course provides study of practical application of basic language skills with emphasis on fundamentals of writing and editing for business.

COURSE GOALS: After successfully completing this course, the student should be able to apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation; utilize terminology applicable to technical and business writing; develop proofreading and editing skills; and write clear sentences and effective paragraphs.

ONLINE TEXT +MINDTAP
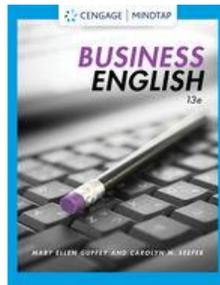
Textbook and Supplies: All that is needed for the course is a **Cengage Unlimited Card** for $130 (plus tax). This will get you the access code to this class with E-Book and also the access code and E-Book for ALL Cengage textbooks you will use in other classes! If other instructors use a Cengage product in your other classes, you DO NOT need to buy anything else!!

The materials required for this course are included in Cengage Unlimited, a subscription service providing access to ALL Cengage ebooks and digital learning products for $130 per semester (extended subscriptions also available). One Cengage Unlimited subscription can be used across all courses where Cengage products are assigned, at no additional cost. You can purchase access to Cengage Unlimited in the bookstore, or through this Blackboard course during the first week of class.

To access our course materials and explore Cengage Unlimited, log in to Blackboard and ckick on the link, Course Content. When prompted, log in with your Cengage account and folow the prompts to complete the registration process.

REMINDERS FOR STUDENTS

- **What to purchase:** You should NOT purchase BOTH individual course materials AND a Cengage Unlimited subscription—only ONE purchase is required. Cengage Unlimited is typically the best value.
- **Start at the bookstore:** Check the bookstore first when purchasing Cengage Unlimited. If it's not sold there, it can be purchased at the Cengage link in my Blackboard course!
- **When digital is required:** You will get a free 2 week trial access to both the digital product in use for your course and Cengage Unlimited.
- **Financial aid:** You can purchase Cengage Unlimited with financial aid through the bookstore.

- **Print books:** For every Cengage digital course activation (i.e. MindTap, WebAssign, OWL, SAM, CengageNOWv2, etc.) within Cengage Unlimited, you will be offered a print rental—they are just $7.99 + free shipping. Print rentals can be redeemed only within Cengage Unlimited and ship direct to you. Alternatively, discounted loose-leaf options will be made available if you are enrolled in digital products as well.

Additional Registration/Purchasing Support
Should you need additional guidance, please visit www.cengage.com/start-strong.

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Additional Registration/Purchasing Support -- Should you need additional guidance, please visit **www.cengage.com/start-strong.**

ATTENDANCE POLICY

Instructors will create an attendance policy that is consistent with the "Class Attendance" policies stated below in the SPC General Catalog: [Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus. When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate, and the student will owe any balance resulting from the adjustment.

A student who stops attending AND stops completing assignments, must take the responsibility of contacting the Registrar's Office to drop the class. **I do not drop students for non-attendance**. It is your responsibility to initiate the drop process if you decide not to complete the course. Students who stop attending and do not complete the coursework will receive an F at the end of the semester.

PLEASE NOTE: The last day to drop this course is Monday, December 2, 2024. **Be advised – I do not accept late work for any reason.**

Minimum log in for the course is at least three (3) days per week. However, I recommend checking in once a day if possible for announcements. I can see how many times you log in!

ASSIGNMENT POLICY

MindTap will be used for assignments. **Reading of each chapter is critical if you want to do well on MindTap assignments.** You can set homework reminders on your electronic devices for deadlines. **Assignments will open on Monday morning and will be due on Sunday nights at 11:59 PM. MindTap assignments should be done in the order they are presented**. Your work may be done at any time from home or by using a SPC computer lab. **You should not wait until Sunday to do your work**. It MUST be spread throughout the week**. NOTE: After you finish your MindTap assignments, make sure they flow over to Blackboard. Sometimes this takes a few days.**

EXAMINATION POLICY

Fourteen chapter exams and six unit exams will be given online. NO make-up exams are given. ALL students MUST take the final exam.

CONTACTING YOUR INTRUCTOR

Use the email link provided in BB or simply send an email to me by using pdennis@southplainscollege.edu. Make sure you include your name and course information in the subject line of all emails to me. Without that, I can't identify who you are and what class you are enrolled in.

You can also use the Messaging tool in Blackboard to contact me.

GRADING POLICY

COURSE CATEGORIES	%
MindTap Activities (other than Chapter & Unit Exams)	60%
Chapter Exams	15%
Unit Exams	15%
Final	10%
Total	100%

NOTE: Final grades will be based on the following grading scale:

90-100	A
80-89	B
70-79	C
60-69	D
59 AND BELOW	F

Please review your grades in the Blackboard gradebook, not in the MindTap gradebook. The percentages listed above are calculated in Blackboard.

COURSE LEARNING OUTCOMES (C1,3,5,6,7,8,9,11,13,14,15,18,19)

Course Learning Outcomes

Upon successful completion of this course, students using **Business English**, **12e,** should be able to do the following:

- Identify parts of speech and understand how they function in sentences.
- Write complete sentences avoiding fragments, comma splices, and run-ons.
- Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions, and interjections correctly in oral and written communication.
- Develop proficiency in punctuation, capitalization, and number style skills.
- Demonstrate realistic applications of current usage and style in today's workplace.
- Demonstrate improved vocabulary, spelling, and editing skills.
- Recognize and create professional business messages that demonstrate correct formats and ideas expressed in clear, concise, and correct English.

COURSE OUTLINE
(See page 15 for deadlines)

WEEKS 1 & WEEK 2 – Chapter 1 – *Parts of Speech*

Objectives: After studying this chapter, you should be able to:

1. Understand the content of business English and its relevance to you and your career.
2. Define the eight parts of speech.
3. Recognize how parts of speech function in sentences.
4. Use Words in a variety of grammatical role.

WEEKS 1 & 2 - CHAPTER 2: *Sentence: Elements, Varieties, Patterns, Types, and Faults*

Objectives: After studying this chapter, you should be able to:

1. Recognize basic sentence elements including subjects and predicates.
2. Differentiate among phrases, dependent clauses, and independent clauses.
3. Understand how to use to use simple, compound, complex, and compound-complex sentences.
4. Identify four basic sentence patterns.
5. Punctuate statements, questions, commands, and exclamations.
6. Use techniques to avoid three basic sentence faults: fragments, commas splices, and run-on sentences.

WEEK 3 – CHAPTER 3: *Nouns: Plurals and Possessives*

Objectives: After studying this chapter, you should be able to:

1. Distinguish between proper and common nouns.
2. Make regular and irregular nouns plural.
3. Spell correctly the plural forms of nouns ending in y, f, and o; proper nouns; surnames; compound nouns; and numerals, letters, abbreviations, and acronyms.
4. Follow three steps in applying the apostrophe to show possession.
5. Distinguish between descriptive nouns and possessive nouns.
6. Create correct possessive forms of compound nouns, names, ad abbreviations while also avoiding awkward possessives.
7. Make challenging nouns plural, including foreign nouns and special nouns.

8. Construct correct forms for possessives that involve time, money, incomplete possessives, separate and combined ownership, and academic degrees.

WEEK 4 – CHAPTER 4: *Pronouns*

<u>Objectives</u>: After studying this chapter, you should be able to:

1. Use subjective, objective, and possessive pronouns correctly.

2. Chose the correct pronoun in compound constructions, comparatives, appositives, reflexives, and following linking verbs

3. Make pronoun references clear, and ensure that personal pronouns agree with their antecedents in number and gender.

4. Make personal pronouns agree with subjects joined by *or* or *nor*, indefinite pronouns, collective nouns, company and organization names, and the adjectives *each* and *every*.

5. Understand the functions of *who*, *whom*, *whoever*, and *whomever*, and follow a five-step procedure in using these words correctly.

6. Use the possessive pronoun *whose* and the contraction *who's* correctly.

WEEK 5 – CHAPTER 5: *Verbs*

<u>Objectives</u>: After studying this chapter, you should be able to:

1. Identify transitive, intransitive, linking, and helping verbs.
2. Recognize the functions and uses of active- and passive-voice verbs.
3. Use correctly verbs in the present, past, and future tenses. Recognize and use correctly participles, gerunds, and infinities.
4. Identify and remedy dangling verbal phrases and other misplaced modifiers.
5. Understand and apply the subjunctive mood correctly.
6. Write the correct forms of irregular verbs.
7. Recognize verb forms in the progressive and perfect tenses.

WEEK 6 – *CHAPTER 6: Subject-Verb Agreement*

Objectives: After studying this chapter, you should be able to:

1. Locate the subjects of verbs despite prepositional phrases, intervening elements, sentences beginning with there and here, and inverted sentence structure.
2. Make verbs agree with subjects joined by and, with company and organization names, and with titles.
3. Make verbs agree with subjects joined by *or* or *nor*.
4. Select the correct verbs to agree with indefinite pronouns and collective nouns.
5. Make verbs agree with *the* number and *a* number; quantities and measures; fractions, portions, and percentages; and *who* and *that* clauses.
6. Achieve subject-verb agreement with phrases and clauses as subjects and with subject complements.

WEEK 7 – CHAPTER 7: *Modifiers: Adjectives and Adverbs*

Objectives: After studying this chapter, you should be able to:

1. Decide whether to use adjectives or adverbs in sentences.
2. Form the comparative and superlative degrees of regular and irregular adjectives and adverbs.
3. Use articles, demonstrative adjectives, possessive adjectives, compound adjectives, and independent adjectives correctly
4. Avoid double negatives.
5. Master the correct use of commonly confused adjectives and adverbs.
6. Make comparisons within a group, and place adverbs and adjectives close to the words they modify.

WEEK 8 – CHAPTER 8: *Prepositions*

Objectives: After studying this chapter, you should be able to:

1. Use objective-case pronouns as objects of prepositions.
2. Avoid using prepositions in place of verbs and adverbs.
3. Use challenging prepositions correctly.
4. Retain necessary prepositions, omit unnecessary ones, and construct formal sentences that avoid terminal prepositions.
5. Recognize idioms and idiomatic constructions.
6. Use idioms involving prepositions correctly.

WEEK 10 – CHAPTER 9: *Conjunctions*

<u>Objectives</u>**: After studying this chapter, you should be able to:**

1. Punctuate compound sentences using coordinating conjunction such as *and*, or, *nor*, and *but*.
2. Punctuate compound sentences using conjunctive adverbs such as *therefore*, *however*, and *consequently*.
3. Join unequal sentence elements using subordinating conjunctions such as *although*, *because*, *if, since*, and *when*.
4. Punctuate introductory dependent, terminal dependent, parenthetical, essential, and nonessential clauses.
5. Recognize correlative conjunctions such as *either … or*, *not only … but also*, and *neither … nor*.
6. Add variety to sentences by using more complex sentence patterns.

WEEK 11 – CHAPTER 10: *Commas*

<u>Objectives</u>**: After studying this chapter, you should be able to:**

1. Use commas correctly in series, direct address, and parenthetical expressions.
2. Use commas correctly in punctuating dates, time zones, addresses, geographical items, and appositives.
3. Use commas correctly in punctuating independent adjectives and with the adverb too.
4. Use commas correctly in punctuating introductory verbal phrases, prepositional phrases, independent clauses, introductory dependent clause, terminal dependent clause, and nonessential clauses.
5. Use commas correctly in punctuating abbreviations, degrees, professional designations, and numerals.
6. Use commas correctly to indicate omitted words and contrasting statements, to separate repeated words, for clarity, and with short quotations.

WEEK 12– CHAPTER 11: Semicolons and Colons

1. Use semicolons correctly in punctuating compound sentences.
2. Use semicolons when necessary to separate items in a series.

3. Learn the proper use of colons to introduce listed items.
4. Correctly use colons to introduce long quotations and explanatory sentences.
5. Distinguish between the use of commas and semicolons preceding expressions such as *namely*, *for instance*, and *that is*.
6. Use colons appropriately in business letter salutations, website addresses, tie, ratios, and publication titles; and know when to capitalize words following colons.

WEEK 13--CHAPTER 12: *Other Punctuation*

Objectives: After studying this chapter, you should be able to:

1. Use periods to correctly punctuate statements, commands, indirect questions, polite requests, abbreviations, initials, and numerals.
2. Use question marks and exclamation marks correctly.
3. Use hyphens correctly.
4. Recognize acceptable applications for dashes and parentheses, and correctly punctuate material set off by parentheses and dashes.
5. Use double and single quotation marks properly, and correctly place other punctuation marks in relation to quotation marks.
6. Use italics, brackets, and apostrophes appropriately.

WEEK 14 – *CHAPTER 13: Capitalization*

Objectives: After studying this chapter, you should be able to:

1. Properly capitalize sentence beginnings, the pronoun *I*, proper nouns, and proper adjectives.
2. Determine when to capitalize geographic locations, organization names, academic courses and degrees, and seasons.
3. Understand how to capitalize business correspondence components and titles of people.
4. Correctly capitalize numbered and lettered items; points of the compass; departments, divisions, offices, agencies, and committees; government terms; product names; and literary and artistic titles,
5. Capitalize beginning words; laws, bills acts, treaties, and amendments; celestial bodies; ethnic, cultural, language, and religious references; and words following *marked* and *stamped*.
6. Apply special rules in capitalizing personal titles and terms.

WEEK 15 – CHAPTER 14: *Numbers*

<u>Objectives</u>: After studying this chapter, you should be able to:

1. Correctly choose between figure and word forms to express general numbers, numbers beginning sentences, and numbers that require hyphens and commas.
2. Express money, dates, clock time, addresses, telephone numbers, and company and product names appropriately.
3. Use the correct form in writing related numbers, consecutive numbers, periods of time, ages, anniversaries, and round numbers.
4. Use the correct form in expressing numbers used with words, abbreviations, and symbols.
5. Express correctly weights, measurements, fractions, percentages, and decimals.
6. Use the correct form in expressing grades, scores, voting results, and ordinals.

POFT 1301-151, Business English
MindTap Assignment Schedule
Fall 2024

	Assignment	Due Date
Week 1	Chapter 1	Tuesday, September 3, 11:59 PM
Week 2	Chapter 2	Sunday, September 8, 11:59 PM
Week 2	Unit 1 Exam	Sunday, September 8, 11:59 PM
Week 3	Chapter 3	Sunday, September 15, 11:59 PM
Week 4	Chapter 4	Sunday, September 22, 11:59 PM
Week 4	Unit 2 Exam	Sunday, September 22, 11:59 PM
Week 5	Chapter 5	Sunday, September 29, 11:59 PM
Week 6	Chapter 6	Sunday, October 6, 11:59 PM
Week 6	Unit 3 Exam	Sunday, October 6, 11:59 PM
Week 7	Chapter 7	Sunday, October 13, 11:59 PM
Week 8	Chapter 8	Sunday, October 20, 11:59 PM
FALL BREAK – October 18 (All Campuses Closed)		
Week 9	Chapter 9	Sunday, October 27, 11:59 PM
Week 9	Unit 4 Exam	Sunday, October 27, 11:59 PM
Week 10	Chapter 10	Sunday, November 3, 11:59 PM
Week 11	Chapter 11	Sunday, November 10, 11:59 PM
Week 12	Chapter 12	Sunday, November 17, 11:59 PM
Week 12	Unit 5 Exam	Sunday, November 17, 11:59 PM
Week 13	Chapter 13	Sunday, November 24, 11:59 PM
Thanksgiving Break!! Wednesday, November 27—Friday, November29		
Last Day to drop a course at SPC = Monday December 2		
Week 14	Chapter 14	Monday, December 2, 11:59 PM
Week 15	Unit 6 Exam	Friday, December 6, 11:59 PM
Week 16	FINAL	Monday, December 9 (open from 12:00 AM to 11:59 PM)

Artificial Intelligence Statement

Purpose of Artificial Intelligence (AI) Applications: AI applications such as ChatGPT, OpenAI, Bard, Grammarly, WordTune and others are advanced language models designed to aid and engage in meaningful conversations, as well as generate and revise content. AI is intended to supplement learning, stimulate critical thinking, and enhance academic discourse. However, its use comes with certain responsibilities.

Academic Integrity: Using AI to generate academic work, including essays, reports, or assignments, without proper attribution is a violation of SPC academic integrity policies. Plagiarism undermines the learning process and is strictly prohibited. Students must ensure that their work reflects their own ideas, research, synthesis, and analysis and appropriately cites all sources, including AI.

Collaboration and Consultation: While AI can be a valuable resource, it is essential to strike a balance between seeking assistance and maintaining personal responsibility. Collaboration with peers, consulting instructors, and utilizing other approved learning resources should be prioritized. Overreliance on AI for solutions without actively engaging in the learning process is discouraged and can be grounds for academic integrity violations. Utilizing AI as a tool for brainstorming or research is allowed but the writing should be the student's own work and thoughts.

Critical Thinking and Originality: AI usage can provide suggestions and information, but it is essential to critically evaluate the responses and exercise independent thought. Relying solely on AI for answers deprives students of the opportunity to develop their analytical and problem-solving skills. In assignments where originality, creativity, and independent thinking are valued, AI would be detrimental to the student learning process. Critical thinking and originality emphasize the importance of independent thinking in all academic endeavors as part of the student's learning experience apart from outside influence and offers the student the opportunity to refine their unique, individual voice through academic discourse with other students and faculty.

Ethical Use and Bias Awareness: AI is trained on large amounts of data from the internet, which may include biased or inaccurate information. Be mindful of the potential for bias and critically evaluate the responses provided by AI. Therefore, when using AI, just like with using any other database, students must verify that the information is from reliable sources, question any potential biases, and ensure that the information and sources used in the paper are neutral, peer-reviewed sources.

Responsible Engagement: Students should engage with AI in a respectful and responsible manner and avoid using offensive language, discriminatory remarks, or

engaging in any form of harassment or inappropriate behavior. Students should also uphold the standards of respectful communication in addressing both AI and fellow classmates.

Compliance with South Plains College Policies: Policies regarding the appropriate use of AI in South Plains College courses are set by instructional departments and individual instructors. Appropriate use of AI may range from strict prohibition to assignments they may require the use of AI. Misusing or violating the guidelines outlined in this syllabus warning may result in disciplinary action, including academic penalties. Students are expected to familiarize themselves with the specific course policies regarding the use of AI and adhere to them throughout the semester.

Remember, AI can be a tool to support your learning in certain courses and assignments, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

ADDITIONAL INFORMATION

What is expected from the students: Students are expected to complete all work by the shown in the syllabus to be successful in a course. When an unavoidable reason for missing a deadline arises, such as illness, an official trip authorized by the college or an official activity, the professor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period as determined by the professor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting. Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the professor. It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate, and the student will owe any balance resulting from the adjustment.

COVID 19 INFORMATION

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at **dedens@southplainscollege.edu** or 806-716-2376

SPC will follow the recommended 5-day isolation period for individuals that test positive.

Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.

COVID Reporting

Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.

The home tests are sufficient, but students need to submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu. A student is clear to return to class without further assessment if they have completed:

The 5-day isolation period, symptoms have improved, and they are afebrile for 24 hours without the use of fever-reducing medication.

Please instruct students and employees to communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-day isolation.

Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

CAMPUS GUIDELINES

CHILDREN ON CAMPUS

Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning:

1. Students are not allowed to bring children to class and will be asked to leave in the interest of providing an environment conducive for **all** students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.

2. **Children may not be left unattended.** In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.

3. **Disruptive children will not be allowed to interfere with college business.** Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.

Students can find the Diversity Statement, Disabilities Statement, Non-Discrimination Statement, Title IX Pregnancy Accommodations Statement, and Campus Concealed Carry Statement here:

https://www.southplainscollege.edu/syllabusstatements/

GENERAL SAFETY ON CAMPUS

South Plains College recognizes the importance of safety on campus. The protection of persons and property is a responsibility which we all share. Personal safety begins with the individual. The following guidelines are intended to assist you in protecting yourself and to encourage practices that contribute to a safe environment for our campus community.

- Never leave your personal property unsecured or unattended.
- Look around and be aware of your surroundings when you enter and exit a building.
- Whenever possible, avoid walking alone, particularly after dark. Walk to your vehicle with other class members or request that the Security Guard walk you to your car.
- When approaching your vehicle, keep your keys in your hand; look under your car and in the back seat and floorboard. Lock the doors as soon as you are inside your car.

FOOD AND DRINK IN CLASSROOMS

It is the policy of South Plains College not to permit food or drink in the classrooms or laboratories.

In case of emergency, contact the following numbers but DO NOT leave a voice mail message:
894-9611, ext. 2338 - Levelland Campus   747-0576, ext. 4677 – Lubbock Center   885-3048, ext. 2923 - Reese Center (mobile 893-5705)