COURSE SYLLABUS
POFI 2301-151 Word Processing—Online
Spring 2025

SEMESTER/YEAR: January 13—May 5, 2025

INSTRUCTOR: Patricia Dennis

OFFICE & PHONE: Lubbock Career & Technical Center
3907 Avenue Q
Lubbock, TX 79412
Room 120F
806-716-4638

E-MAIL ADDRESS: pdennis@southplainscollege.edu

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OFFICE HOURS:

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

COURSE DESCRIPTION:

This course involves in-depth coverage of **Microsoft Word 2021/365** focusing on business applications. You will create, save, retrieve, edit and print a variety of documents. This skill will be valuable to you throughout your lifetime because using a word processor is a key component of many jobs—and an important skill to use in your everyday life!

COURSE GOAL: To help students obtain a degree of proficiency using word processing software.

LEARNING OUTCOMES

The student will be able to: (See next page)

Office Features

Chapter	Skill	Objective
Project 1A: Chef Notes	Objective 1	Explore the Features of Microsoft Office
	Objective 2	Perform Office Commands and Apply Office Formatting
	Objective 3	Finalize an Office Document
	Objective 4	Use Helpful Features
	Objective 5	Succeed with Mylab IT

File Management

Chapter	Skill	Objective
Project 1A: Hotel Files	Objective 1	Prepare to Work with Folders and Files in Windows 10
	Objective 2	Use File Explorer to Display Locations, Folders, and Files
	Objective 3	Use File Explorer to Create, Rename, and Copy Files and Folders
Project 1B: Hotel Files	Objective 4	Prepare to Work with Folders and Files in macOS
	Objective 5	Use Finder to Display Locations, Folders, and Files
	Objective 6	Use Finder to Create, Rename, and Copy Files and Folders

Microsoft Teams

Chapter	Skill	Objective
Project 1A: Microsoft Teams	Objective 1	Discover Microsoft Teams
	Objective 2	Work in Microsoft Teams
	Objective 3	Communicate in Microsoft Teams
	Objective 4	Meet in Microsoft Teams

Microsoft Word 2021

Chapter	Skill	Objective
Chapter 1: Creating Documents with Microsoft Word		
Project 1A: Announcement	Objective 1	Create a New Document and Insert Text
	Objective 2	Insert and Format Graphics
	Objective 3	Insert and Modify Text Boxes and Shapes
	Objective 4	Preview and Print a Document
	Google	Create an Announcement Using Google Docs
	Objective 5	Change Document and Paragraph Layout
	Objective 6	Create and Modify Lists

Project 1B: Information Handout	Objective 7	Set and Modify Tab Stops
	Objective 8	Insert and Format a SmartArt Graphic
	Google	Create an Information Handout using Google Docs
Chapter 2: Creating Cover Letters and Using Tables to Create Resumes		
Project 2A: Resume	Objective 1	Create a Table for a Resume
	Objective 2	Format a Rows, Columns, and Cells in a Table
	Objective 3	Format Paragraphs and Borders in a Table
	Google	Edit a Resume in Google Docs
Project 2B: Cover Letter and Envelope	Objective 4	Create a Letterhead for a Cover Letter
	Objective 5	Create a Cover Letter and Correct and Reorganize Text
	Objective 6	Use the Word Editor to Check Your Document
	Objective 7	Print an Envelope, Change a Style Set, Create a Word Template, and Use Learning Tools
	Google	Create a Table in Google Docs
Chapter 3: Creating Research Papers, Newsletters, and Merged Mailing Labels		
Project 3A: Research Paper	Objective 1	Create a Research Paper
	Objective 2	Insert Footnotes in a Research Paper
	Objective 3	Create Citations and a Bibliography in a Research Paper
	Objective 4	Save Documents in Alternative File Formats and Use Research Tools, Read Mode, and PDF Reflow
	Google	Use Citations in Google Docs
Project 3B: Newsletter with Optional Mailing Labels	Objective 5	Format a Multiple-Column Newsletter
	Objective 6	Use Special Character and Paragraph Formatting
	Objective 7	Create Mailing Labels Using Mail Merge
	Google	Format a Two-Column Newsletter in Google Docs
Chapter 4: Using Styles and Creating Multilevel Lists and Charts		
Project 4A: Customer Handout	Objective 1	Apply and Modify Styles
	Objective 2	Create New Styles
	Objective 3	Manage Styles
	Objective 4	Create a Multilevel List
Project 4B: Planning Memo with a Chart	Objective 5	Change the Style Set of a Document and Apply a Template
	Objective 6	Insert a Chart and Enter Data into a Chart
	Objective 7	Change a Chart Type
	Objective 8	Format a Chart
Chapter 5: Using Advanced Table Features and Advanced Editing Tools		
Project 5A: Product Summary	Objective 1	Create and Apply a Custom Table Style
	Objective 2	Format Cells in a Word Table

	Objective 3	Use Advanced Table Features
	Objective 4	Modify Table Properties
Project 5B: FAQ List	Objective 5	Collect and Paste Images and Text
	Objective 6	Translate Text and Insert Equations
	Objective 7	Use Advanced Find and Replace Options
Chapter 6: Building Documents from Reusable Content and Revising Documents Using Markup Tools		
Project 6A: Newsletter with Reusable Content and Custom Theme	Objective 1	Create Custom Building Blocks
	Objective 2	Create and Save a Theme Template
	Objective 3	Create a Document by Using Building Blocks
Project 6B: Events Schedule with Tracked Changes	Objective 4	Use Comments in a Document
	Objective 5	Track Changes in a Document
	Objective 6	View Side by Side, Compare, and Combine Documents

Required Text and other Materials

TexBook Program: *This course is in the SPC TexBook program, so you do NOT need to purchase a textbook or access code for this course.*

What is TexBook? The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.
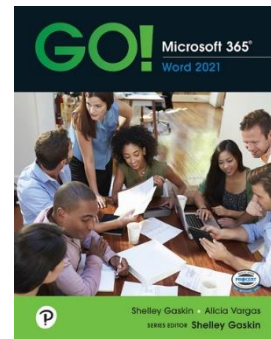
How do I access my TexBook? Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by Bibliu or other links inside your Blackboard course. Bibliu (and many publisher's) eBook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.

Opting out of TexBook: Participating in TexBook is not mandatory, and you can choose to opt out. **However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. I**f you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth-class day. The opt-out deadline

for shorter terms varies between the second- and third class day. *Please consult with your professor before deciding to opt-out. **I do not recommend you opt out since it will make it really difficult to complete the class.** If you still feel that you should purchase the course textbook/materials on your own, send an opt-out email to patricia.wells@bibliu.com or bookadoptions@southplainscollege.edu. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted out, you will receive a confirmation email. **If you need assistance with the process, contact the SPC Bookstore: Email: patricia.wells@bibliu.com / Phone: 806-716-2097 or 806-716-4610.**

Students do not have to purchase a separate textbook. However, if a hardcopy of the text is wanted, you may buy one through Pearson. A link is provided in your BB course and below.

https://www.pearson.com/en-us/subject-catalog/p/go-microsoft-365-word-2021/P200000007317/9780137679454

Supplies:
- Reliable Internet Connection
- Computer with Windows OS (Recommended) or Mac OS **(No Chromebook)**
- SPC Lab computers or the VMWare Horizon Client is recommended (See Blackboard for installation instructions)
- Google Chrome or Mozilla Firefox
- A thumb/thumb drive to save your files or you may use **One Drive (recommended**).

Computer Requirements

Course Software Information	You will use three different software programs in this course:
	1. **MyLabIT** from the textbook publisher Pearson
	2. **Microsoft Word 2021/365 for PCs**
	3. **Blackboard** the LMS (Learning Management System) used by South Plains College

It is the responsibility of the student to make sure that he/she has the necessary computer resources, skills, and prerequisite to take this class. You MUST use Microsoft Office 2021/365 since all work is based on this software. Although we primarily use Word 2021, a few assignments utilize Excel and Access.

NOTE: If you do not have the appropriate Microsoft software, you may download it from Microsoft at https://office.com

In order to access the course, a Web browser is necessary. **Chrome or Firefox** is strongly recommended.

Note: All SPC campuses have computer labs which may be used by students who are enrolled in this class.

Internet Access

The computer you are using must be able to connect to the Internet and allow you to browse the World Wide Web. E-mail access is required to communicate with your instructor. To test for the ability to browse the Web, a computer must be able to visit these sites:

http://www.southplainscollege.edu
https://southplainscollege.blackboard.com

Course Structure

This course is an online course, which means that you will access course information and respond to me using the Internet. Blackboard and Pearson's **MyLabIT** are used to deliver and manage this course. Please take a moment to read over the information at the Blackboard site before you get started. If the online environment is new to you or if you have problems of any nature, please do not let yourself become overwhelmed or spend hours of your time trying to figure out how to access something. You have many sources available to you for help. You can contact me by e-mail, telephone, or come by my office.

Attendance Policy

The grade of "F" will be assigned to a student as an earned grade regarding the learning objectives of a course. 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" as determined by the instructor. An "F" will not be assigned to any student administratively withdrawn from this course for non-attendance It is the student's responsibility to be aware of that policy.

An "F" may be assigned to a student in the case of academic dishonesty and/or plagiarism at the discretion of the instructor, as clearly defined in the course syllabus, due to the severity of the student's actions and disregard for the learning objectives of the course.

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.

It is the **student's responsibility** to verify administrative drops for excessive absences. 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.

Even though this is an online class, students still must access the course on a regular basis. The Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course. Accessing this course on a regular basis is extremely important to meet the objectives of this course. You will feel more at ease with the materials if you stay in touch with what is going on. **You will need to check your SPC e-mail at https://office.com.**

The 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!

You may work on this class 24/7. That's the advantage of an online class.

Withdrawal 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.

If for any reason the student is unable to complete the course requirements, it is the student's responsibility to initiate their own withdrawal by the 1st drop date for the semester. If your average is below 60 when you drop, you will receive an F in the course. An administrative drop by the instructor in this course will, in most cases, result in the student receiving an "F" (not an "X"). The last day to drop a class is Thursday, April 24, 2025. However, always discuss this with your instructor before dropping.

Academic Integrity – Read Carefully!

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. This means all work you complete for this class is identified by the MyLabIT access code. Work copied from another student will be flagged and both students will receive zeroes for their work. Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism.

SPC Help Desk
Telephone Number: Help Desk at (806) 716-2600
E-mail: helpdesk@southplainscollege.edu
Location: Library Lobby - Levelland
Normal Hours: Monday - Friday: 8:00 a.m. - 4:00 p.m.

Student Conduct

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. A high standard of conduct is expected of all students. Student should refer to the SPC General Catalog policy regarding student conduct.

Grading Policy

Simulation Training—3 attempts—best overall grade	**10%**
Simulations Exams—3 attempts—best overall grade	**10%**
MOS Exams—3 attempts—best overall grade	**10%**
Chapter Quizzes—3 attempts—best overall grade	**10%**
Grader Projects—3 attempts—best overall grade	**50%**
Capstone Projects—3 submissions accepted for each project--one given after Chapters 1-3 and one after 4-6 which counts as the final	**10%**

You should complete the problems in the order they are presented. You should make at least a 70 on each assignment or attempt it three times. However, if you

make an 80 on the first attempt, you still have two more attempts to make a better grade. I would strive for at least a 90 on each assignment. Remember, you want to master the material, not just get through it.

Final grades will be based on the following grading scale:

90-100=A, 80-89=B, 70-79=C, 60-69=D, Below 60=F

Your grades will be found in the Blackboard grade book under My Grades.

Assignment Policy

Assignments will be shown in MyLabIT. **Problems that are not turned in will be assigned a grade of 0**. **Most deadlines will be on Sunday night at 11:59 PM but because of holidays some deadlines will be on other days. Please check your assignment calendar for deadlines. I do not accept late work. Do not wait until the night of the deadline to start your work.**

Communication with instructor

1. Log in at least **three (3)** times a week (minimum). I recommend daily logins.
2. Check for announcements/mail in Blackboard—this is your responsibility. If you don't check in frequently, you may miss important information regarding your schedule, work, or grades.
3. **Start work early in each week. Don't wait until the due date to start your work. When you do, something always happens like an illness or an unexpected problem. Remember, no time extensions can be given.**
4. Communication with your instructor can be by phone (806-716-4638), by **SPC e-mail** (**pdennis@southplainscollege.edu**). **Always identify yourself with your full name as well as the course name and number in the subject line when contacting me. I have many students! I do NOT use Messaging, only SPC email.**

NEW SPC E-Mail Instructions

1. Navigate to **https://office.com** and select **Sign In**
2. Username: MySPCusername@southplainscollege.edu
3. Password: ***Your MySPC/Blackboard password***
4. Select **Outlook** to check your new SPC email!

POFI 2301.151 – Word Processing (Online)
Outline and Assignment Sheet for Spring 2025
(See Course Content in Blackboard for Specific Assignments)

16 Semester Weeks	Specific Assignment Instructions are posted with each assignment in MyLabIT.
Week 1 (Due Tuesday, 1/21/25)	*Chapter 1 Office Features*
Week 2 (Due Sunday, 1/26/25)	*Chapter 1 File Management*
Week 3 (Due Sunday, 2/2/25)	*Chapter 1 Microsoft Teams*
Week 4 (Due Sunday, 2/9/25)	*Chapter 1 Word—Creating Documents with Microsoft Word--See Course Content in BB*
Week 5 (Due Sunday, 2/16/25)	*Chapter 1 Word—Creating Documents with Microsoft Word--See Course Content in BB*
Week 6 (Due Sunday, 2/23/25)	*Chapter 2 Word—Creating Cover Letters and Using Tables to Create Resumes—See Course Content in BB*
Week 7 (Due Sunday, 3/2/25)	*Chapter 2 Word—Creating Cover Letters and Using Tables to Create Resumes—See Course Content in BB*
Week 8 (Due Sunday, 3/9/25)	*Chapter 3 Word—Creating Research Papers, Newsletters, and Merged Mailing Labels—See Course Content in BB*
Week 9 (Due Sunday, 3/16/25)	*Chapter 3 Word—Creating Research Papers, Newsletters, and Merged Mailing Labels—See Course Content in BB*
Spring Break = Monday, March 17 – Friday, March 21, 2025	
Week 10 (Due Sunday, 3/30/25)	*Chapter 4 Word—Using Styles and Creating Multilevel Lists and Charts—See Course Content in BB – Capstone Chapters 1-3*
Week 11 (Due Sunday, 4/6/25)	*Chapter 4 Word—Using Styles and Creating Multilevel Lists and Charts—See Course Content in BB*
Week 12 (Due Sunday, 4/13/25)	*Chapter 5 Word—Using Advanced Table Features and Advanced Editing Tools—See Course Content in BB*
Easter Break = Friday, April 18, 2025	
Week 13 (Due Monday, 4/21/25)	*Chapter 5 Word—Using Advanced Table Features and Advanced Editing Tools—See Course Content in BB*
Last Day to Drop a Class—Thursday, April 24, 2025	
Week 14 (Due Sunday, 4/27/25)	*Chapter 6 Word—Building Documents from Reusable Content and Revising Documents Using Markup Tools—See Course Content in BB*

Week 15 (Due Friday, 5/2/25)	*Chapter 6 Word—Building Documents from Reusable Content and Revising Documents Using Markup Tools—See Course Content in BB*
Week 16 (Open Friday, 5/2/25 through Monday, 5/5/25)	*Capstone (Chapters 1-6)—See Course Content in BB*

Final Exam—Friday May 2, 2025—Monday, May 5, 2025 – Internet (Blackboard)

NOTE: This calendar may be adjusted by the instructor throughout the semester.

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.

MyITLab

Answers to Your Frequently Asked Questions About Using *MyLabIT*

What is MyLabIT?

The abbreviation *IT* (pronounced EYE-TEE) is commonly used in organizations to mean *Information Technology*. The IT Department is typically charged with managing all of the computer hardware and software in an organization.

MyLabIT (pronounced MY-EYE-TEE-LAB) is a web-based program where you can practice Microsoft Office applications, access exercises related to important computer concepts, and take tests that your instructor will assign. It is your online lab for learning about IT—Information Technology.

Am I required to purchase a textbook?

No, that's up to you. You receive an online version of the text when you participate in the TexBook program. You may buy a hard copy text through the publisher if that's what you want.

The MyLabIT support hotline number is 1-844-292-7016.

Pearson Technical Support
Reach out to support via this link: Student Support

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

2. **<u>Children may not be left unattended.</u> 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. **<u>Disruptive children will not be allowed to interfere with college business.</u> 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, Artificial Intelligence 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.

EMERGENCY INFORMATION

In case of emergency, contact the following numbers but DO NOT leave a voice mail message
894-9611, ext. 2338 - Levelland Campus
806-716-4677 – Lubbock Center
885-3048, ext. 2923 - Reese Center (mobile 893-5705)

FIRST ASSIGNMENT--Must be done before submitting any work.

After **thoroughly** reading the syllabus, send an external e-mail to me with the answers to the following questions:

1. When are weekly assignments due each week?
2. What is the last day to drop a class?
3. What percentage do Chapter exams count?
4. Where will you find all of your grades?
5. How often should you log in to BB for announcements?
6. What do you have to do if you don't have the correct software?
7. Which browser (Chrome, Internet Explorer, or Firefox) should be used for this course?
8. When should you start your work each week?
9. Tell me when you plan to do your work each week. It is very important to be organized and have a set time for your WP class.
10. How many times can you take a chapter exam before the deadline?
11. What information should you include in every e-mail that you send to me?

NOTE: To send the answers to these questions, you should click on the External E-Mail link on on the course home page in BB. I do NOT use Course Messaging.

Remember, if you have questions, you can call me at 716-4638 or e-mail me at pdennis@southplainscollege.edu.