COURSE SYLLABUS

POFI 2340-151 Advanced Word Processing--Online
Spring 2026

SEMESTER/YEAR: **Spring 2026, January 12 – May 5, 2026**

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 proficiency in using advanced word processing software features.

LEARNING OUTCOMES (C1, C5, C6, C7, C8, C18, C19, C20)

The student will be able to:

Chapter 7: Creating Word Macros and Modifying Document Components		
Project 7A: Career Expo	Objective 1	Create Macros
	Objective 2	Run Macros
	Objective 3	Edit a Macro in the Visual Basic Editor
	Objective 4	Use a Built-in Word Macro
Project 7B: Park Brochure	Objective 5	Modify the Layout of a Document
	Objective 6	Format Graphic and Text Elements in a Word Document
Chapter 8: Creating Merged Documents		
Project 8A: Customer Letters	Objective 1	Merge a Data Source and a Main Document
	Objective 2	Use Mail Merge to Create Envelopes
Project 8B: Cruise Postcards	Objective 3	Edit and Sort a Data Source
	Objective 4	Match Fields and Apply Rules
	Objective 5	Create a Data Source and a Directory
Chapter 9: Creating Forms, Customizing Word, and Preparing Documents for Review and Distribution		
Project 9A: Survey Form	Objective 1	Create a Customized Form
	Objective 2	Convert Text to a Table and Insert Content Controls in a Table
	Objective 3	Modify and Protect a Form
	Objective 4	Complete a Form
Project 9B: Moving Agreement	Objective 5	Create a Custom Ribbon Tab
	Objective 6	Create Style, Color, and Font Sets
	Objective 7	Convert a Table to Text
	Objective 8	Prepare a Document for Review and Distribution
Chapter 10: Working with Long Documents		

Project 10A: Autumn Schedule	Objective 1	Create a Master Document and Subdocuments
	Objective 2	Manage a Master Document and Subdocuments
	Objective 3	Navigate and Inspect the Master Document
	Objective 4	Create and Modify Headers and Footers
Project 10B: Reference Guide	Objective 5	Create an Index
	Objective 6	Create a Table of Contents
	Objective 7	Create a Table of Figures
	Objective 8	Control the Flow and Formatting of Pages and Text

Grading Policy

Simulation Training—unlimited attempts—best overall grade	**5%**
Simulation Exams—3 attempts—best overall grade	**5%**
MOS Quizzes--3 attempts—best overall grade	**5%**
End of Chapter Quizzes—3 attempts—best overall grade	**5%**
MOS Review using GMetrix	**15%**
Grader Project Assessments—3 attempts—best overall grade	**45%**
Capstone Project (Final)--3 submissions accepted for the capstone project over Chapters 7-12. **NOTE: You must take the MOS Certification Exam. If you receive a 70% or above, you will be exempt from the Capstone Project (final) and receive a 100.**	**20%**

Make sure you complete the problems in the order they are presented. It is especially important to finish the book projects and simulations before you attempt the grader and capstone project.

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.

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.** I do not accept late work after this deadline.

POFI 2340.151 – Advanced Word Processing (Online)
Outline and Assignment Sheet for Spring 2026
(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, 1/20/26)	*Complete HW assignment found on last page of the syllabus* *Chapter 7 Creating Word Macros and Modifying Document Components—See Course Content in BB*
Week 2 (Due Sunday, 1/25/26)	*Chapter 7 Creating Word Macros and Modifying Document Components—See Course Content in BB*
Week 3 (Due Sunday, 2/1/26)	*Chapter 8 Creating Merged Documents—See Course Content in BB*
Week 4 (Due Sunday, 2/8/26)	*Chapter 8 Creating Merged Documents—See Course Content in BB*
Week 5 (Due Sunday, 2/15/26)	*Chapter 9 Creating Forms, Customizing Word, and Preparing Documents for Review and Distribution—See Course Content in BB*
Week 6 (Due Sunday, 2/22/26)	*Chapter 9 Creating Forms, Customizing Word, and Preparing Documents for Review and Distribution—See Course Content in BB*
Week 7 (Due Sunday, 3/1/26)	*Chapter 10 Working with Long Documents—See Course Content in BB*
Week 8 (Due Sunday, 3/8/26)	*Chapter 10 Working with Long Documents—See Course Content in BB*
Week 9 (Due Sunday, 3/15/26)	*MOS REVIEW Grader Projects—See Course Content in BB*
Spring Break – Monday, March 16 – Friday, March 20	
Week 10 (Due Sunday, 3/29/26)	*GMETRIX (Word Associate 365/2021 Skill Review 1)—Must make at least a 90 in testing mode*
Easter Break = Friday, April 3, 2026	
Week 11 (Due Sunday, 4/6/26)	*GMETRIX (Word Associate 365/2021 Skill Reviews 2 & 3)—Must make at least a 90 in testing mode*
Week 12 (Due Sunday, 4/12/26)	*GMETRIX (Word Associate365/ 2021 Practice Exams 1 & 2)—Must make at least a 90 in testing*

	mode
Week 13 (Due Sunday, 4/19/26)	*GMETRIX (Word Associate 365/2021 Practice Exam 3—Must make at least a 90 in testing mode*
Week 14 (Due Monday, 4/26/26)	*GMETRIX Review & MOS Exam*
Last Day to drop a Fall course at SPC = Thursday, Apri 30, 2026	
Week 15 (Due Friday, 5/1/26)	*MOS EXAM if not completed prior week*
Week 16 (Open Friday, 5/1/26 through Tuesday, 5/5/26)	*If MOS EXAM is not passed, you must complete the Capstone (Chapters 7-10)—See Course Content in BB*

Final Exam—Friday, May 1, 2026—Tuesday, May 5, 2026 – Internet (Blackboard)

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

Pearson Technical Support

Reach out to support via this link: Student Support

GENERAL INFORMATION

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.*
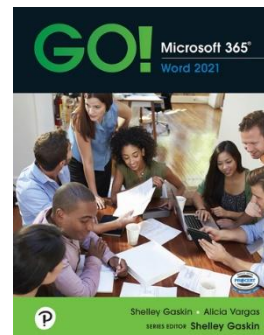
What is TexBook? The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.

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:
MyITLab Word Bb Blackboard	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

- 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)**.

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 2019/365 since all work is based on this software. You can download this software from https://office.com. Although we primarily use Word 2019/365, a few assignments utilize Excel and Access.

In order to access the course, a Web browser is necessary. **Chrome** is strongly recommended. **You will need to allow pop-ups for the MyITLab site.**

Block or allow pop-ups in Chrome

By default, Google Chrome prevents pop-ups from automatically appearing and cluttering your screen. You can turn the pop-up blocker on or off. When it's on and a pop-up is blocked, the address bar will show a pop-up blocker icon .

Turn pop-ups on or off

To block or allow pop-ups on your mobile device:

1. Open the Chrome menu ⋮ .
2. Touch **Settings**.
3. Touch **Site settings**.
4. Touch **Pop-ups** and then turn them on or off.

 To block or allow pop-ups on your computer:

1. In the top-right corner of Chrome, click the Chrome menu ≡.
2. Select **Settings**.
3. Click **Show advanced settings**.
4. Under "Privacy," click the **Content settings** button.
5. Under "Pop-ups," select **Do not allow any site to show pop-ups (recommended)** or **Allow all sites to show pop-ups**.

Unable to stop unwanted pop-ups?: If the directions above do not work, there may be an unwanted program installed on your computer causing pop-ups. Learn how to get rid of unwanted programs.
Using a Chrome device at work or school? Your network administrator might configure the pop-up blocker for you, in which case you can't change this setting yourself. Learn about using a managed Chrome device

Block or allow pop-ups for a specific site

To manually allow pop-ups from a site:

1. At the end of the address bar, click the pop-up blocker icon .
2. Click the link for the pop-up window you'd like to see.
3. To always see pop-ups for the site, select "Always show pop-ups from [site]." The site will be added to the exceptions list, which you can manage in the Content Settings dialog.

To always allow pop-ups from a particular site:

1. In the top-right corner of Chrome, click the Chrome menu ≡.
2. Select **Settings**.
3. Click **Show advanced settings**.
4. Under "Privacy," click the **Content settings** button.
5. Under "Pop-ups," click **Manage exceptions**.

Internet Explorer (IE) should not be used.

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

Anti-virus Software: Please make sure that your computer has an up-to-date anti-virus software program installed.

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

GENERAL INFORMATION

Smoking is not allowed in any SPC facility. **Food or drinks** will be allowed in designated

areas only and not permitted in classrooms, laboratories, library, shops, elevators, etc. **No cell phones are allowed in the classroom since they disrupt the learning environment.** Your cooperation is certainly appreciated and will benefit the overall learning environment.

Course Structure

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.
Students are expected to log in to Blackboard and MyLabIT at least three times a week. Remember, you can work on this class 24/7.

Tutoring and Writing Center Information

SPC Tutors: Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, and view tutoring locations.
http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php

Brainfuse
You also have 180 FREE minutes of tutoring with Brainfuse each week, and your hours reset every Monday morning. Log into Blackboard, and click on the tools option from the left-hand menu bar. Click on the Brainfuse link and you will automatically be logged in for free tutoring. You may access Brainfuse tutors during the following times:
Monday – Thursday: 8 pm-8 am
6pm Friday – 8am Monday morning

For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-224

The South Plains College Writing Center (SPC WC) offers FREE writing support to all SPC students, faculty, and staff. Peer tutors offer a welcoming environment in which

visitors can gain feedback and assistance with a variety of writing projects, including, but not limited to, essays, short writing assignments, personal statements, scholarship materials, and personal creative works. The staff at SPC WC are trained to help with any stage of the writing process, whether you are drafting, revising, editing, or even just brainstorming. Writing tutoring is valuable beyond remediation; collaboration is a vital part of the writing process, and students of all skill levels are encouraged to visit. One-on-one sessions ranging from 30 minutes to 1 hour are available both in-person and online Monday through Friday. Appointments are encouraged and can be made through Penji, but drop-ins are also available.

For information regarding SPC Writing Center locations, hours, appointments, and more, visit the following link: https://www.southplainscollege.edu/writingcenter/

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 drop date for the semester. If your grade is below 60 on the date 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 for students to drop the course is Thursday, April 30, 2026. However, always talk to 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.

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.

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) or 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!**
5. You will need to check your SPC e-mail at your new 365 email account (**student1234@southplainscollege.edu**.

NEW SPC E-Mail Instructions

1. Navigate to **https://office.com** and select **Sign In**

2. Username: MySPCusername@southplainscollege.edu (please note the @students has been dropped)
3. Password: ***Your MySPC/Blackboard password***
4. Select **Outlook** to check your new SPC email!

Pearson Student Troubleshooting Instructions

***Please use **Chrome** or Firefox with our products – it is recommended!

1.Log out of all open applications on the computer you are using (your school's websites, any Pearson accounts, etc.). Do not only close the applications, but make sure you are <u>completely logged out.</u>

2. Select a browser below to delete cached files (a.k.a., clear your cache) and cookies. Click on one of the links below to see instructions.
· **Chrome: Delete Cached Files and Cookies**
· **Safari: Delete Cached Files and Cookies (not recommended; do not support 12 & 13).**
· **Firefox: Delete Cached Files and Cookies**
· **Edge: Delete Cached Files and Cookies**

3. Update your browser settings. Click on one of the links below to see instructions.
· **Chrome: Recommended Settings**
· **Safari: Recommended Settings**
· **Firefox: Recommended Settings**
· **Edge: Recommended Settings**

4. Turn off pop up blockers. Click on one of the links below to see instructions.
· **Chrome: Turn Off Pop-Up Blockers**
· **Safari: Turn Off Pop-Up Blockers**
· **Firefox: Turn Off Pop-Up Blockers**
· **Edge: Turn Off Pop-Up Blockers**

5. Restart your computer.
If the above does not work, then please fill out a tech support ticket here.
https://support.pearson.com/getsupport/s/contactsupport

Additional Helpful Links:

Upgrade Temporary access to full

Invalid Access Code

Lost Username or Password

Common Support Questions & Answers

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 of time 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 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 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.

COVID INFORMATION

COVID-19

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 the 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 the 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:
- During 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 he/she is 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, 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?
12. When will you take the MOS Certification exam?
13. What is the advantage of passing the MOS Certification Exam?

NOTE: To send the answers to these questions, you should click on the External E-Mail link on the blue menu on the course home page in BB.

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