

SCANS COMPETENCIES: C1, C2, C3, C4, C5, C6, C7, C8, C15, C16, C17, C18
F1, F2, F3, F4, F5, F6, F7, F8, F9, F10, F11, F12, F15, F16

POFT 1328--Business Presentations
Course Syllabus
Spring 2022

Course Prefix and Number: POFT 1328-151 (Internet)
Course Credit: 3 Hours
Course Timeline: January 18-May 9, 2022
Professor: Pat Dennis
Office Location: Lubbock Center
Office # LBC 120F
3907 Avenue Q
Lubbock, TX 79412
Email: pdennis@southplainscollege.edu
Office Phone: 806-716-4638

Office Hours:

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

Course Description:

This course is a skill development in planning and conducting business presentations including communication and media skills.

Course Goals:

Students completing this course will be able to:

- Deliver business presentations.
- Develop visual aids using presentation software.
- Analyze audiences.
- Use active listening and feedback skills.

General Course Information

The course will consist of demonstrations, web delivered content, and multimedia presentations.

Textbook:

Gaskin, S. & Geoghan, D. (2020). Go! with Microsoft Office 365, PowerPoint 2019, Comprehensive, 1st Edition, Pearson Publishing, ISBN # 13: 978-0-13-544105-3. **Uses MyLABIT.**



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

- **What is TextBook?** 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 TextBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (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.
- **Help with TextBook issues and support:** check with your professor or visit: <https://support.vitalsource.com/hc/en-us/requests/new> (available 24/7 via chat, email, phone, and text)
- **Opting out of TextBook:** Participating in TextBook 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. If you drop the class or opt-out before the opt-out deadline, the TextBook 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.* If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email to tfewell4texasbookcompany@gmail.com. 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: tfewell@texasbook.com / **Phone:** 806-716-2399

Email: agamble@texasbook.com / **Phone:** 806-716-4610

Supplies:

- Microsoft Office 365 Education or Office 2019
- Reliable Internet Connection
- Computer with Windows OS (Recommended) or Mac OS (Not a Chromebook)
- [Google Chrome](#) or [Mozilla Firefox](#)

ATTENDANCE

Class attendance (logging in and completing your work on time) is very important in order to meet the objectives of this course. The grade of "F" will be assigned to a student as an earned grade in regard to 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.**

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.

Even though this is an online class, students still have to 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 in order 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>.**

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 MyLabT at least three times a week. Remember, you can work on this class 24/7.

WITHDRAWAL:

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 you drop with a grade average below 60, 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 "X". **The last day for students to drop the course is Thursday, April 28.** However, always talk to your instructor before dropping.

An "F" may be assigned to a student in the case of academic dishonesty and/or plagiarism at the discretion of the instructor based on the severity of the student's actions and disregard for the learning objectives of the course. **All students are expected to do their own work.** If students "share" files or work, all students involved will receive 0 on that assignment and may be asked to drop the course with an F.

THE PROFESSOR RESERVES THE RIGHT TO CHANGE ANY PORTION OF THIS SYLLABUS AT ANY TIME.

Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill.
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation.
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them.
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion.
2. Discovering the content of an examination before it is given.
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment.

4. Entering an office or building to obtain unfair advantage.
5. Taking an examination for another.
6. Altering grade records.
7. Copying another's work during an examination or on a homework assignment.
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's work.
9. Taking pictures of a test, test answers, or someone else's paper.

Student-Owned Computer Equipment: Students may choose to use their own computer equipment to complete the assigned coursework. SPC provides Microsoft Office to students for installation and use on their personal computers. It is the sole responsibility of the student to ensure their computer system meets the minimum requirements for all required or suggested software. It is also the sole responsibility of the student to ensure their computer system is in working order, free of malware, and sufficient to complete the assigned coursework. **Computer or system malfunction or failure is not an excuse for late coursework. Plan ahead and don't wait until the due date to start your work.** The instructor is not liable for the student's computer maintenance and cannot troubleshoot or repair issues on student-owned computers. If the student needs computer assistance, they can contact the SPC student helpdesk.

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.

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>

Tutor.com

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

Monday – Thursday: 8pm-8am

6pm Friday – 8am Monday morning

For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-2538.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

Diversity Statement: In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disability Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office

at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Nondiscrimination Policy: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement: If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To [activate](#) accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or [email cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

Campus Concealed Carry: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

COVID information

Consistent with the latest CDC recommendations, we have revised our guidance for students, faculty, and staff who have a known exposure or have tested positive. Anyone with a known exposure should wear a mask for 10 days and should seek a COVID-19 test on day five after exposure. If you test positive or develop symptoms, you should immediately self-isolate and seek a COVID-19 test. Please immediately notify your instructor, supervisor, and DeEtte Edens, Associate Director of Health and Wellness, any time you test positive for COVID-19. Anyone who tests positive is required to self-isolate for five days. Following the five-day isolation period, if you are

asymptomatic or your symptoms are resolving, you may return to work or class but should wear a mask for five additional days. If you are still symptomatic, please contact DeEtte Edens at dedens@southplainscollege.edu or 806-716-2376 prior to your return date.

Course Work:

Assigned chapters are to be read prior to working on assignments.

Homework Assignments:

All homework assignments (matching, multiple-choice questions, simulation training, grader projects, etc. in this class have a scheduled due date. The assignments must be completed in Pearson's MyLabIT web site. Once the assignment is closed, submission of your homework will not be accepted. Assignments must be submitted on time or before that time.

Simulation Training:

For each chapter, there is a hands-on simulation training program that will assist you in mastering the software skills that are covered within the chapter. ***The simulation training programs will prepare you for the grader projects (homework assignments) and the two capstones.** All students will complete the chapter's simulation training programs in MyLab IT for a grade.

Capstone Projects:

There will be two capstone projects, which you will complete after completing chapters 3 and 8. Students will access the two capstone projects through Pearson's MyLab IT web site. Each capstone project is actually the software's capstone exam. Each capstone project will have 20 or more steps in completing a final PowerPoint Presentation. The capstone project will test the student's mastery of software skills that the student learned in the covered chapters. The first capstone project covers chapters 1, 2, and 3. The last capstone project covers chapters 4, 5, 6, 7, and 8. Students will have 2 attempts on each capstone project and the highest grade earned on the capstone project will be recorded in the grade book.

*MyLab IT will not allow you to open a capstone project after it's due date. Please complete the capstone project early and on time. Students will not be able to make-up their miss capstone project since students can access the capstone projects online for several days during schedule times.

PowerPoint Project:

There will be one PowerPoint project that all students must complete in this class. Further information about the PowerPoint project will be given to you by the professor

at a later date. You are expected to turn in the project on time. The PowerPoint project will be completed in Blackboard.

Grading Policy:

Your final grade in the class will be calculated as follows:

60% - The average of the homework assignments and the highest grade earned on each simulation training programs **(three attempts)** and grader projects. **(two attempts)**

10% - Capstone Project #1 - PowerPoint Introductory Capstone 1 Winter Products (highest grade earned on the capstone project). **(two attempts)**

10% - Capstone Project #2 - PowerPoint Comprehensive Capstone 1 Business Intelligence (highest grade earned on the capstone project). **(two attempts)**

20% - The grade earned on the PowerPoint Project. **(one attempt)**

100% Total

Assignments (60% of your final grade in the class) = Homework and Simulation Training Programs

Homework & Simulation Training Programs: The average of the highest grade earned on each simulation training program. You will have **three** attempts on each chapter's simulation training program. However, you only need to complete each chapter's simulation training program once. I will take the highest grade you earned on each simulation training program.

Capstone Project #1 – PowerPoint Introductory Capstone 1 Winter Products: Your highest grade earned on this capstone project multiply by 0.10 = (10% of your final grade in the class).

Capstone Project #2 – PowerPoint Comprehensive Capstone 1 Business Intelligence: Your highest grade earned on this capstone project multiply by 0.10 = (10% of your final grade in the class).

PowerPoint Project: Your grade on the PowerPoint project will be based on a rubric scale, which will be given to you when you receive the PowerPoint project assignment.

Numeric grades will be given on all homework assignments, simulation training programs, capstone projects, and PowerPoint projects. In addition, you will receive a letter and numeric grade for your final grade in the course.

Grade distribution is as follows:

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

0 – 59 = F

It is the responsibility of each student to monitor his or her progress in the course and to request conference time with the professor if there are any questions, concerns, or problems.

Additional Information

Copying or removing copyright materials or exams from the computer labs is in violation of the law and is strictly prohibited.

*No children will be allowed in the classroom.

*No food or drinks are allowed in the classrooms or computer labs.

Internet (online) and hybrid classes

A student who enrolls in an online class that may need classroom accommodations is strongly encouraged to schedule an intake interview with the Special Services Department before enrolling in an online course or prior to the add/drop date for this semester.

Student Conduct: Expected student conduct is as outlined in the SPC catalog.

Academic Integrity: 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 their own work, which he or she has not honestly performed, is regarded as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism (see “Academic Integrity” as well as “Student Conduct” sections in college catalog).

You shall not: use cell phones in class, use headphones during lectures and discussions, have drinks or food in the classrooms or computer labs, or come to class unprepared.

SOUTH PLAINS COLLEGE, TECHNICAL DIVISION
SCANS Competencies

RESOURCES: Identifies, organizes, plans, and allocates resources.

- C1 **Time:** Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules.
- C2 **Money:** Uses or prepares budgets, makes forecasts, keeps records, and makes forecasts, keeps records, and makes adjustments to meet objectives.
- C3 **Materials and Facilities:** Acquires, stores, allocates, and uses materials or space efficiently.
- C4 **Human Resources:** Assesses skills and distributes work accordingly, evaluates performance and provides feedback.

INFORMATION: Acquires and uses information.

- C5 Acquires and evaluates information.
- C6 Organizes and maintains information.
- C7 Interprets and communicates information.
- C8 Uses computers to process information.

INTERPERSONAL: Works with others.

- C9 Participates as members of a team; contributes to group effort.
- C10 Teaches others new skills.
- C11 **Serves clients/customers:** Works to satisfy customer's expectations.
- C12 **Exercises Leadership:** Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
- C13 **Negotiates:** Works toward agreements involving exchanges of resources, resolves divergent interests.
- C14 **Works with Diversity:** Works well with men and women from diverse backgrounds.

SYSTEMS: Understands complex interrelationships.

C15 **Understands Systems:** Knows how social, organizational, and technological systems work and operates effectively with them.

C16 **Monitors and Corrects Performance:** Distinguishes trends, predicts impacts on system performance and corrects malfunctions.= operations, diagnoses systems

C17 **Improves or Designs Systems:** Suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY: Works with a variety of technologies.

C18 **Selects technology:** Chooses procedures, tools or equipment including computers and related technologies.

C19 **Applies technology to task:** Understands overall intent and procedure for set-up and operation of equipment.

C20 **Maintains and troubleshoots equipment:** Prevents, identifies, or solves problems with equipment, including computers and other technologies.

SOUTH PLAINS COLLEGE, TECHNICAL DIVISION
SCANS Foundation Skills

BASIC SKILLS: Reads, writes, performs arithmetic/mathematical operations, listens, and speaks.

- F1 **Reading:** locates, understands, and interprets written information in prose such as documents, manuals, graphs, and schedules.
- F2 **Writing:** communicates thoughts, ideas, information, and messages in written form; creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
- F3 **Arithmetic:** Performs basic computations; uses basic numerical concepts such as whole numbers, etc.
- F4 **Mathematics:** Approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- F5 **Listening:** Receives, attends to, interprets, and responds to verbal messages and other cues.
- F6 **Speaking:** organizes ideas and communicates orally.

THINKING SKILLS: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.

- F7 **Creative Thinking:** Generates new ideas.
- F8 **Decision Making:** Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
- F9 **Problem Solving:** Recognizes problems and devises and implements plan of action.
- F10 **Seeing Things s Eye=in Mind:** Organizes and processes symbols, pictures, graphs, objects, and other information.
- F11 **Knowing How to Learn:** Uses efficient learning techniques to acquire and apply new knowledge and skills.
- F12 **Reasoning:** Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES: Displays responsibility, self-esteem, sociability, self-

management, and integrity and honesty.

- F13 **Responsibility:** Exerts a high level of effort and perseveres toward goal attainment.
- F14 **Self-Esteem:** Believes in own self-worth and maintains a positive view of self.
- F15 **Sociability:** demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
- F16 **Self-Management:** Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
- F17 **Integrity / Honesty:** Chooses ethical courses of action.

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 professor 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.

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:

Levelland Campus: 894-9611, ext. 2338

Lubbock Center: 747-0576, ext. 4677

Reese Center: (mobile 893-5705) and 885-3048, ext. 2923