

# COURSE SYLLABUS

**COURSE TITLE:** POFI 2340-151 Advanced Word Processing--Online

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**SEMESTER/YEAR:** Fall 2021, August 30—December 16, 2021

**INSTRUCTOR:** Patricia Dennis

**OFFICE & PHONE:** Lubbock Center – Room 120F, 806-716-4638

**E-MAIL ADDRESS:** [pdennis@southplainscollege.edu](mailto:pdennis@southplainscollege.edu)

**OFFICE HOURS:**

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

## COURSE DESCRIPTION:

This course involves in-depth coverage of Microsoft Word 2019 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:

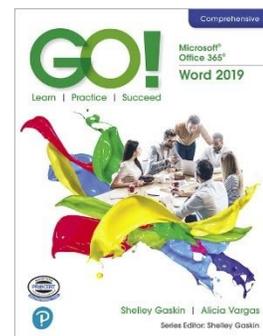
<b>Chapter 7: Creating Word Macros and Modifying Document Components</b>		
Project 7A: Career Expo	Objective 1	Create Macros
	Objective 2	Run Macros
	Objective 3	Edit a Macro in the Visual Basic Editor
	Objective 4	Use a Built-in Word Macro
Project 7B: Park Brochure	Objective 5	Modify the Layout of a Document
	Objective 6	Format Graphic and Text Elements in a Word Document
<b>Chapter 8: Creating Merged Documents</b>		
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
<b>Chapter 9: Creating Forms, Customizing Word, and Preparing Documents for Review and Distribution</b>		
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
<b>Chapter 10: Working with Long Documents</b>		
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

## 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 fee for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition/fee payment.
- **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 RedShelf or other links inside your Blackboard course. RedShelf (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 up to 20% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor and/or contact <https://solve.redshelf.com/hc/en-us/requests/new>
- **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. If you drop the class or opt-out before the opt-out deadline, the TexBook charge 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

- Students do not have to purchase a separate textbook or access card for this course. 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/store/p/go-with-microsoft-office-365-word-2019-comprehensive/P100002470402/9780135442807>
- **E-book features:** Access to a cloud-based e-reader is provided by RedShelf via Blackboard. RedShelf e-book 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 up to 20% of the book for offline access. Visit <https://solve.redshelf.com/hc/en-us/requests/new> for e-book issues and support.

Flash Drive on which to save your files or you may use One Drive (recommended).

IMPORTANT NOTE ABOUT OBTAINING YOUR MATERIALS: IF YOU OBTAIN COURSE MATERIALS FROM A SOURCE OTHER THAN THE SPC BOOKSTORES, WE WILL NOT BE ABLE TO ASSIST YOU IF THE MATERIALS ARE NOT APPROPRIATE FOR THE COURSE. Courses in technology-related fields commonly require access codes for technology-based learning and assessment systems such MyLabIT. ISBNs for textbooks about and that include technology are regularly updated for relevance by the book publisher; ISBNs you find at non-instructor approved sources may not be the ISBN required by your instructor. Thus, we can only guarantee that new materials obtained according to the information in this document—and obtained just prior to the beginning of the term—will work for the course.

**Flash Drive** on which to save your files. You may also use One Drive.

## Computer Requirements

### Course Software Information

MyITLab



Blackboard

You will use three different software programs in this course:

1. **MyITLab** from the textbook publisher Pearson
2. **Microsoft Word 2019 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 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>**

**[www.myitlab.com](http://www.myitlab.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 through the use of 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

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 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, get to know the tutors, 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 tutor.com link on the left-hand tool bar and grab a session with a tutor. You can access tutor.com tutors during the following times:

Monday – Thursday: 8pm-8am

6pm Friday – 8am Monday morning

## 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. 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 December 2. However, always talk to your instructor before dropping.**

## COVID 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](mailto:dedens@southplainscollege.edu) or 806-716-2376.

## 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.

## Grading Policy

<b>Simulations—3 attempts—best overall grade</b>	<b>5%</b>
<b>Simulation Exams—3 attempts—best overall grade</b>	<b>10%</b>
<b>Grader Projects—3 attempts—best overall grade</b>	<b>50%</b>
<b>Critical Thinking and End of Chapter Exams—3 attempts—highest grade</b>	<b>15%</b>
<b>MOS Review using GMetrix</b>	<b>10%</b>
<b>Capstone Project (Final)—3 submissions accepted for the capstone project over Chapters 7-12.</b>	
<b>NOTE: You <b>must</b> take the <b>MOS Certification Exam</b>. If you receive a 70% or above, you will be exempt from the Capstone Project (final) and receive a 100.</b>	<b>10%</b>

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. All deadlines will be on Sunday night at 11:59 PM.** I do not accept late work after this deadline.

## 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](mailto: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. **I do not use the messaging tool and will not respond to messages.**
6. You will need to check your SPC e-mail at your new 365 email account ([student1234@southplainscollege.edu](mailto:student1234@southplainscollege.edu)).

## NEW SPC E-Mail Instructions

1. Navigate to <https://office.com> and select **Sign In**
2. Username: [MySPCusername@southplainscollege.edu](mailto: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!

You can also forward it to another e-mail of your choice. You can do this by following these steps:

1. Login to Office 365 (<http://office.com/>)

2. Click **Outlook**.
3. Click **Settings** (gear icon in the upper right-hand of your screen).
4. At the bottom of the Settings panel, Click **View all Outlook settings** - Click **Mail**.
5. Click **Forwarding**
6. Under the "Forwarding" heading, select **Enable Forwarding**
7. Type the email address you wish to forward your mail (e.g., gmail, hotmail, etc.)
8. Recommended: Select "Keep a copy of all forwarded messages"  
**Note:** if you do not select this, nothing sent to your @southplainscollege.edu email account will be saved in your SPC mailbox.
9. Select **Save**.

If you don't do this, you must check your SPC email to receive announcements and emails from your instructors.

## POFI 2340-151 – Advanced Word Processing Outline and Assignment Sheet for Fall 2021

<b>16 Semester Weeks</b>	<b>Specific Assignment Instructions are posted with each assignment in MyLabIT.</b>
<b>Weeks 1 &amp; 2—Deadline, Sunday, 9/12/21, 11:59 PM</b>	<b>Obtain the textbook and access code.</b> <b>Complete assignment posted in MyLabIT</b> <i>Chapter 7 Creating Word Macros and Modifying Document Components</i>
<b>Weeks 3 &amp; 4—Deadline, Sunday, 9/26/21, 11:59 PM</b>	<i>Chapter 8 Creating Merged Documents</i>
<b>Weeks 5 &amp; 6—Deadline, Sunday, 10/10/21, 11:59 PM</b>	<i>Chapter 9 Creating Forms, Customizing Word, and Preparing Documents for Review and Distribution</i>
<b>Weeks 7 &amp; 8—Deadline, Sunday, 10/24/21, 11:59 PM</b>	<i>Word Chapter 10 Working with Long Documents</i>
<b>Weeks 9 &amp; 10—Deadline, Sunday, 11/7/21, 11:59 PM</b>	<i>MOS Review in MyITLab</i>
<b>Week 11—Deadline, Sunday, 11/14/21</b>	<i>MOS Review using GMetrix</i>
<b>Weeks 12 &amp; 13—Deadline, Sunday, 11/28/21, 11:59 PM</b>	<i>MOS Review using GMetrix/LinkedIn</i>
<b>Week 14—Deadline, Sunday, 12/5/21, 11:59 PM</b>	<i>MOS Review using GMetrix/LinkedIn</i>
<b>Week 15</b>	<b>MOS Exam (Final) required</b>
<b>Week 16—Deadline, Monday, 5/13/21, 11:59 PM</b>	<b>Capstone (Chapters 7-12) if MOS exam is not passed</b>

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



## **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.

### **How do I get an access code for *MyLabIT*?**

The textbook package described on Page 1 of this document includes an access code for *MyLabIT*. You cannot share the code with another student. A code is good for one year after activation.

### **Will I need to enter my access code each time I log into *MyLabIT*?**

After you have logged into *MyLabIT* the first time, you will not need the access code again. However, it is a good idea to write down the date first used on the cardboard package that contains the code and keep it in a safe place.

### **If I purchase several books with access codes, what should I do with the extra codes?**

You can keep extra codes to use in the future. An un-activated code is good for at least one year from the date of first activation.

### **If I acquire a textbook and have no access code, how can I get one?**

You can purchase a standalone *MyLabIT* access code in the SPC Bookstore or directly from Pearson from the [www.MyLabIT.com](http://www.MyLabIT.com) site. Do not purchase a code from another student or an online source other than Pearson, because you have no way to know if the code has already been used.

### **How do I access *MyLabIT* from the Internet?**

To access MyLabIT, go to Blackboard and click on the MyLabIT link on the menu; then sign in with your access code.

**Am I required to purchase a textbook with an access code?**

Per the College Catalog, students are required to buy textbooks for their courses and this textbook includes an access code that is not sharable with other students. The textbook available in the SPC Bookstore includes an access code.

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

## CAMPUS GUIDELINES

### CHILDREN ON CAMPUS

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

1. **Students are not allowed to bring children to class and will be asked to leave in the interest of providing an environment conducive for all students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.**
2. **Children may not be left unattended. In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.**
3. **Disruptive children will not be allowed to interfere with college business. Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.**

### AMERICANS WITH DISABILITIES ACT STATEMENT

#### **SPC Standard 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, Lubbock Center 806-716-4675 or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

#### **Non-Discrimination Statement**

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, 806-894-9611.

### DIVERSITY STATEMENT

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences 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.

## **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 Chris Straface, Director of Health and Wellness at 806-716-2362 or email [cstraface@southplainscollege.edu](mailto:cstraface@southplainscollege.edu) for assistance.

## **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. Explain sequential scheduling. What does it mean?
14. 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](mailto:pdennis@southplainscollege.edu).**