

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 2024

Course Prefix and Number: POFT 1328-151 (Internet)
Course Timeline: January 18-May 9, 2024
Professor: Pat Dennis
Office Location: Lubbock Career & Technology 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
By Appointment	1-4 PM	By Appointment	1-4 PM	10 AM-12 PM	Lubbock Center Room 120F
				Other Times by Appointment	

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:

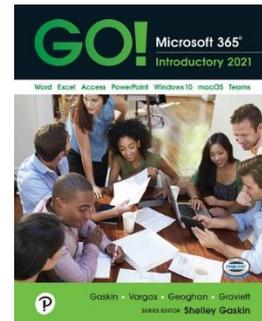
- Deliver business presentations.
- Develop visual aids using presentation software.
- Analyze audiences.
- Use active listening and feedback skills.

General Course Information

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

Textbook:

Gaskin, S. & Geoghan, D. (2023). Go! with Microsoft Office 365, PowerPoint 2021, Comprehensive, Pearson Publishing, **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 through the **Course Materials link** inside your Blackboard course.
- Participating in TextBook is **mandatory**.
- **Email:** pwells@texasbook.com / **Phone:** 806-716-2097
Email: agamble@texasbook.com / **Phone:** 806-716-4610

Supplies:

- Microsoft Office 365 Education or Office 2021
- 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 to meet the objectives of this course. 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.**

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.

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>.**

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.

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 25.** 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 (**no Chromebooks**) 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.

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 program (three attempts) and grader projects. (three 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. This grade counts as **20%** of your overall average.

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.

Pearson Student Troubleshooting Instructions and Refund Process

*****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 completely logged out.

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](#)

[Refund Information \(Online Purchase only\)](#)

[Invalid Access Code](#)

[Lost Username or Password](#)

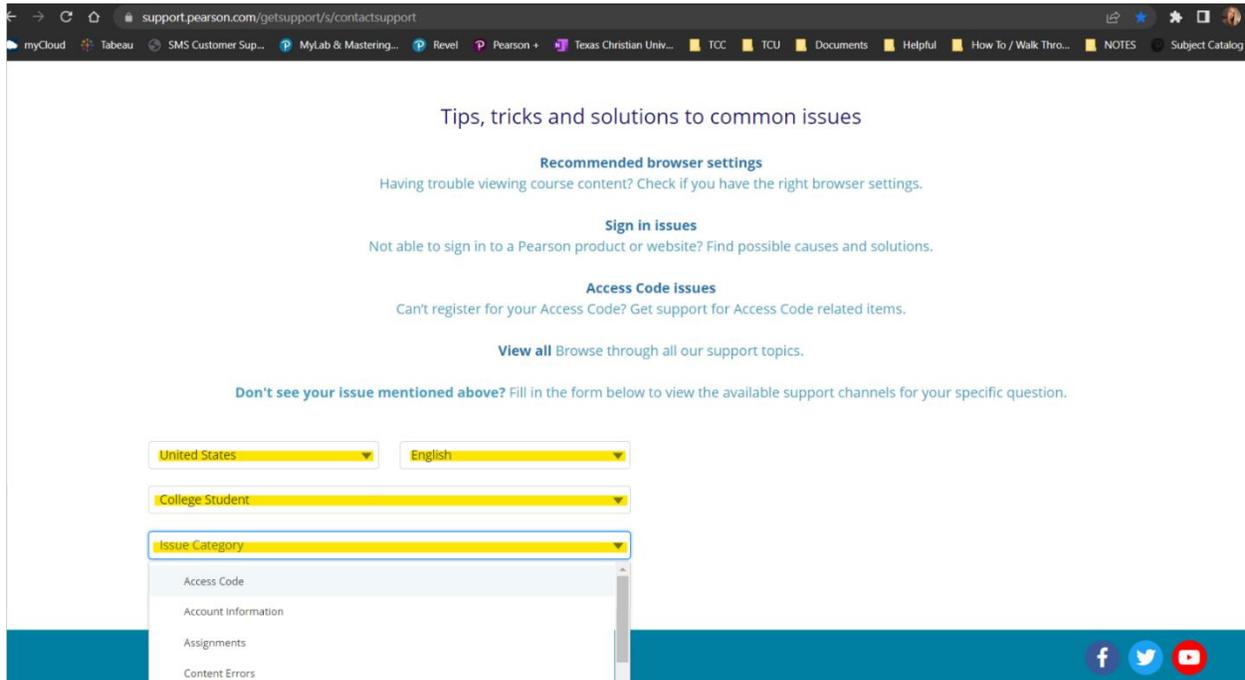
[Common Support Questions & Answers](#)

Refund Process (within 15 days of purchase).

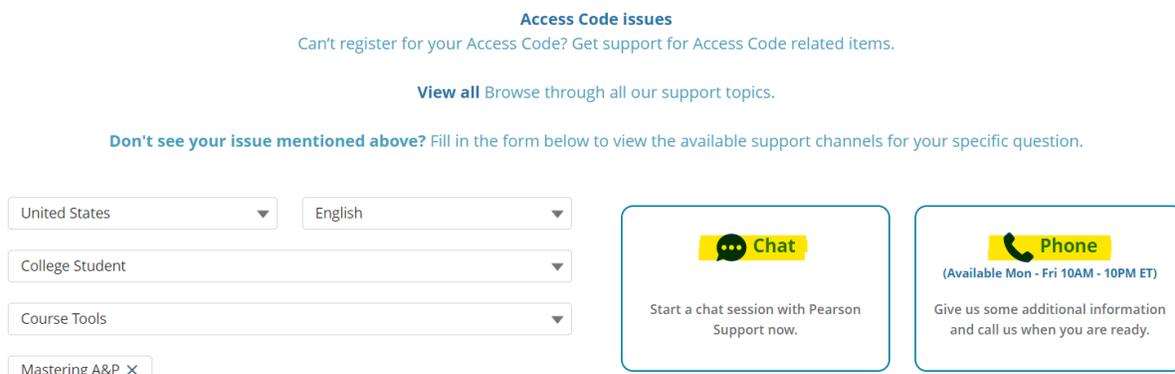
Pearson Technical Support

Reach out to support via this link: [Student Support](#)

Scroll to the bottom and fill out these drop-down boxes.



Once all the boxes have been filled in/answered, the boxes on the right pop up. I recommend to start a live chat.



POFT 1328 – Business Presentations

Course Outline

Note: Listed below is a tentative itinerary for lectures, class homework, simulation training programs, grader projects, capstones, and project. It may be necessary for the professor to make changes or adjustments to this schedule during the semester. Some homework assignments will require you to use a software application program - Microsoft Office (Word, Excel, and PowerPoint). [Make sure you have access to the latest versions of these software application programs.](#)

Note: ALL ASSIGNMENTS, SIMULATION TRAINING PROGRAMS, GRADER PROJECTS, AND CAPSTONES ARE LOCATED IN PEARSON'S MYLAB IT WEB SITE.

Week One: Opens Tuesday, January 16 -- **Due by Tuesday, January 23, 2024**

- Introduction to the course
- Create your MyLab IT account in MyLab IT
- PowerPoint Chapter 1A
 - Objectives
 1. Create a New Presentation
 2. Edit a Presentation in Normal View
 3. Add Pictures to a Presentation
 4. Print and View a Presentation

Homework Assignments: Due Date: Tuesday, January 23, 2024

1. Log in to South Plains College's Blackboard and go into our POFT 1328 course. Then, post your "Introduction to the Course" in the "Discussions" area of this Blackboard course.
2. Create your MyLab IT account in MyLab IT, which is located in our Blackboard course.
3. [Complete PowerPoint Chapter 1A Learning Module](#), which contains =
 - [PowerPoint 1A Simulation Training](#)

- [PowerPoint 1A GAT Overview](#) (also listed in your textbook on pages 104 – 127).
- [PowerPoint 1E Juneau](#) (also listed in your textbook on pages 160 – 161).

Week Two: Opens Monday, January 22 -- **Due by Sunday, January 28, 2024**

- PowerPoint Chapter 1B
 - Objectives
 1. Edit an Existing Presentation
 2. Format a Presentation
 3. Use Slide Sorter View
 4. Apply Slide Transitions

Homework Assignments: Due Date: Sunday, January 28, 2024

1. [Complete PowerPoint Chapter 1B Learning Module](#), which contains =
 - [PowerPoint 1B Simulation Training](#)
 - [PowerPoint 1B New York](#) (also listed in your textbook on pages 130 – 147).
 - [PowerPoint 1F Refuge](#) (also listed in your textbook on pages 162 – 163).
 - [PowerPoint 1G Northern Lights](#) (also listed in your textbook on pages 164 – 165).

Week Three: Opens Monday, January 29 -- **Due by Sunday, February 4, 2024**

- PowerPoint Chapter 2A
 - Objectives
 1. Format Numbered and Bulleted Lists
 2. Insert Online Pictures
 3. Insert Text Boxes and Shapes
 4. Format Objects

Homework Assignments: Due Date: Sunday, February 4, 2024

1. [Complete PowerPoint Chapter 2A Learning Module](#), which contains =
 - [PowerPoint 2A Simulation Training](#)
 - [PowerPoint 2A Safety](#) (also listed in your textbook on pages 170 – 194).
 - [PowerPoint 2E Coasters](#) (also listed in your textbook on pages 222 – 223).

Week Four: Opens Monday, February 5 -- **Due by Sunday, February 11, 2024**

- PowerPoint Chapter 2B
 - Objectives

1. Remove Picture Backgrounds and Insert WordArt
2. Create and Format a SmartArt Graphic
3. Insert a 3D Object

Homework Assignments: Due Date: Sunday, February 11, 2024

1. **Complete PowerPoint Chapter 2B Learning Module**, which contains =
 - **PowerPoint 2B Simulation Training**
 - **PowerPoint 2B Celebrations** (also listed in your textbook on pages 198 – 210).
 - **PowerPoint 2F Attractions** (also listed in your textbook on pages 224 – 225).
 - **PowerPoint 2G Orientation** (also listed in your textbook on pages 226-227).

Week Five: Opens Monday, February 12 -- Due by Sunday, February 18, 2024

- PowerPoint Chapter 3A
 - Objectives
 1. Customize Slide Backgrounds and Themes
 2. Animate a Slide Show
 3. Insert a Video

Homework Assignments: Due Date: Sunday, February 18, 2024

1. **Complete PowerPoint Chapter 3A Learning Module**, which contains =
 - **PowerPoint 3A Simulation Training**
 - **PowerPoint 3A Trails** (also listed in your textbook on pages 232 – 252).
 - **PowerPoint 3E Garden** (also listed in your textbook on pages 283 – 2843).

Week Six: Opens Monday, February 19 -- Due by Sunday, February 25, 2024

- PowerPoint Chapter 3B
 - Objectives
 1. Create and Modify Tables
 2. Create and Modify Charts

Homework Assignments: Due Date: Sunday, February 25, 2024

1. **Complete PowerPoint Chapter 3B Learning Module**, which contains =
 - **PowerPoint 3B Simulation Training**
 - **PowerPoint 3B Enrollment** (also listed in your textbook on pages 255 – 270).
 - **PowerPoint 3F Report** (also listed in your textbook on pages 285 – 286).

- [PowerPoint 3G Travel](#) (also listed in your textbook on pages 287-288).

Week Seven: Opens Monday, February 26 -- **Due by Sunday, March 3, 2024**

- PowerPoint Introductory Capstone 1 Winter Products
- PowerPoint Chapter 4A
 - Objectives
 1. Modify Slide Masters
 2. Create a Custom Template
- [Handout: PowerPoint Project](#)

Homework Assignments: Due Date: Sunday, March 3, 2024

1. [PowerPoint Introductory Capstone 1 Winter Products](#)
2. [Complete PowerPoint Chapter 4A Learning Module](#), which contains =
 - [PowerPoint 4A Simulation Training](#)
 - [PowerPoint 4A Legal Presentation](#) (also listed in your textbook on pages 294 – 312).
 - [PowerPoint 4E Sports Law](#) (also listed in your textbook on pages 338 – 339).
3. [Read the PowerPoint Project and Select](#) a topic for your project.

Week Eight: Opens Monday, March 4 -- **Due by Sunday, March 10, 2024**

- PowerPoint Chapter 4B
 - Objectives
 1. Create and Edit Comments
 2. Compare and Combine Presentations
 3. Prepare a Presentation for Distribution
 4. Protect a Presentation
- [PowerPoint Project's Topic due to the professor through Blackboard's "Mail"](#)

Homework Assignments: Due Date: Sunday, March 10, 2024

1. [Complete PowerPoint Chapter 4B Learning Module](#), which contains =
 - [PowerPoint 4B Simulation Training](#)
 - [PowerPoint 4B Entertainment Basics](#) (also listed in your textbook on pages 313 – 326).
 - [PowerPoint 4F Contract Aspects](#) (also listed in your textbook on pages 340 – 341).

- [PowerPoint 4G Firm Production](#) (also listed in your textbook on pages 342-343).
2. [Email your PowerPoint Project's Topic to the professor through Blackboard's "Mail"](#)

Spring Break – Monday, March 11 – Friday, March 15, 2024

Week Nine: Opens March 18 -- **Due by Sunday, March 24, 2024**

- PowerPoint Chapter 5A
 - Objectives
 1. Apply Picture Corrections
 2. Add a Border to a Picture
 3. Change the Shape of a Picture
 4. Add a Picture to a WordArt Object and Merge Shapes
 5. Enhance a Presentation with Audio and Video
- Work on your outline and references. Start designing the PowerPoint presentation.

Homework Assignments: Due Date: Sunday, March 24, 2024

1. [Complete PowerPoint Chapter 5A Learning Module](#), which contains =
 - [PowerPoint 5A Simulation Training](#)
 - [PowerPoint 5A Cross Oceans](#) (also listed in your textbook on pages 348 – 370).
 - [PowerPoint 5E Reggae Music](#) (also listed in your textbook on pages 390 – 391).
2. **Finish** your research **and gather** your 5 or more different sources of information. **Start creating** your outline with references. **Start creating** the design and appearance of your PowerPoint presentation.

Week Ten: Opens Monday, March 25 -- **Due by Monday, April 1, 2024**

- PowerPoint Chapter 5B
 - Objectives
 1. Use PowerPoint Designer
 2. Add a Photo Caption and Alt Text
 3. Crop a Picture
- Work on your PowerPoint Project's outline

Homework Assignments: Due Date: Monday, April 1, 2024

1. [Complete PowerPoint Chapter 5B Learning Module](#), which contains =
 - [PowerPoint 5B Simulation Training](#)
 - [PowerPoint 5B Jazz Album](#) (also listed in your textbook on pages 371 – 380).
 - [PowerPoint 5F CD Cover](#) (also listed in your textbook on pages 392 – 393).
 - [PowerPoint 5G Jazz Origins](#) (also listed in your textbook on pages 394-395).
2. [Finish](#) your PowerPoint Project's outline.

Week Eleven: Opens Monday, April 1 -- **Due by Sunday, April 7, 2024**

- [PowerPoint Project's Outline is due](#)
- PowerPoint Chapter 6A
 - Objectives
 1. Apply and Modify Slide Transitions
 2. Apply Custom Animation Effects
 3. Modify Animation Effects

Homework Assignments: Due Date: Sunday, April 7, 2024

1. [Submit your outline and references to the professor in Blackboard.](#)
2. [Complete PowerPoint Chapter 6A Learning Module](#), which contains =
 - [PowerPoint 6A Simulation Training](#)
 - [PowerPoint 6A Penn Liberty](#) (also listed in your textbook on pages 400 – 410).
 - [PowerPoint 6E Race Car](#) (also listed in your textbook on pages 443 – 444).
3. [Start creating your PowerPoint slides](#) for your PowerPoint Project's presentation.

Week Twelve: Opens Monday, April 8 -- **Due by Sunday, April 14, 2024**

- PowerPoint Chapter 6B
 - Objectives
 1. Insert Hyperlinks
 2. Create Custom Slide Shows
 3. Present and View a Slide Presentation
- Work on your project's PowerPoint presentation

Homework Assignments: Due Date: Sunday, April 14, 2024

1. [Complete PowerPoint Chapter 6B Learning Module](#), which contains =
 - [PowerPoint 6B Simulation Training](#)

- [PowerPoint 6B Advertisement](#) (also listed in your textbook on pages 411 – 432).
 - [PowerPoint 6F Custom Detail](#) (also listed in your textbook on pages 445 – 446).
 - [PowerPoint 6G Repairs](#) (also listed in your textbook on pages 447-448).
2. [Work on your project's PowerPoint presentation](#)

Week Thirteen: Opens Monday, April 15 -- **Due by Sunday, April 21, 2024**

- PowerPoint Chapter 7A
 - Objectives
 1. Add a Table to a Presentation
 2. Add or Delete Table Rows, Columns, and Cells
 3. Modify a Table
 4. Insert a Section
- Work on your project's PowerPoint presentation

Homework Assignments: Due Date: Sunday, April 21, 2024

1. [Complete PowerPoint Chapter 7A Learning Module](#), which contains =
 - [PowerPoint 7A Simulation Training](#)
 - [PowerPoint 7A Job Database](#) (also listed in your textbook on pages 454 – 472).
 - [PowerPoint 7E Surveys](#) (also listed in your textbook on pages 491 – 492).
2. [Complete](#) your PowerPoint presentation.

Week Fourteen: Opens Monday, April 22 -- **Due by Sunday, April 28, 2024**

- PowerPoint Chapter 7B
 - Objectives
 1. Create Pie Charts
 2. Modify Charts
 3. Change a Chart Type
- [PowerPoint Project's Presentation is due](#)

Homework Assignments: Due Date: Sunday, April 28, 2024

1. [Complete PowerPoint Chapter 7B Learning Module](#), which contains =
 - [PowerPoint 7B Simulation Training](#)

- [PowerPoint 7B Fair Demographics](#) (also listed in your textbook on pages 473 – 480).
 - [PowerPoint 7F Statistics](#) (also listed in your textbook on pages 493 – 494).
 - [PowerPoint 7G Fair Types](#) (also listed in your textbook on pages 495-496).
2. [Submit your PowerPoint Project's Presentation to the professor in Blackboard](#)

Last day to drop a course at South Plains College = Thursday, April 25, 2024

Week Fifteen: Opens Monday, April 29 -- **Due by Friday, May 3, 2024**

- PowerPoint Chapter 8A
 - Objectives
 1. Insert Outline Text from Another Program into a PowerPoint Presentation
 2. Proof a Presentation
 3. Format Text as Columns
 4. Save a Presentation in Other Formats
- PowerPoint Chapter 8B
 - Objectives
 1. Convert a Word Document to a Presentation
 2. Open a Web Presentation in the Desktop App
 3. Organize a Presentation with Zoom Links

Homework Assignments: Due Date: Friday, May 3, 2024

1. [Complete PowerPoint Chapter 8A Learning Module](#), which contains =
 - [PowerPoint 8A Simulation Training](#)
 - [PowerPoint 8A Demographics](#) (also listed in your textbook on pages 502 – 517).
2. [Complete PowerPoint Chapter 8B Learning Module](#), which contains =
 - [PowerPoint 8B Simulation Training](#)
 - [PowerPoint 8B Prospective Students](#) (also listed in your textbook on pages 518 – 530).

Week Sixteen: Friday, May 3 -- Due by Tuesday, May 7, 2024

1. PowerPoint Comprehensive Capstone 1 Business Intelligence

Final Exam Schedule:

Section 151 – Friday, May 3, 2024 – Tuesday, May 7, 2024 – **Internet (Blackboard)**

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.**

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.

- a. **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

- a. Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.
- b. 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.
- c. A student is clear to return to class without further assessment if they have completed:

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

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

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

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 that 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.

In case of emergency, contact the following numbers but DO NOT leave a voice mail message:

894-9611, ext. 2338 - Levelland Campus

747-0576, ext. 4677 – Lubbock Center

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