

**South Plains College**  
**Common Course Syllabus: BCIS 1305**  
**Semester: Spring 2022**  
**Revised 1/12/2022**

**Department:** Computer Information Systems  
**Discipline:** Technical Education Division and Arts and Sciences Division  
**Course Number:** BCIS 1305  
**Course Title:** Business Computer Applications

**Instructor Contact Information:**

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Office Phone: 806 – 716 – 4669  
Office Hours: Monday: 9:00 AM to 12:00 PM and 12:30 PM to 2:30 PM  
Tuesday and Thursday: 12:30 PM to 1:00 PM  
Friday: 10:00 AM to 12:00 PM Or by appointment

**Course Sections:**

Section: 153 Format: Online Campus: Online Classroom: Online Days: Online Lecture: Online Lab: Online	Section: 274 Format: Hybrid Campus: Lubbock Classroom: LC 114 Days: Tuesday and Thursday Lecture: Online Lab: 8:00 AM – 9:15 AM	Section: 275 Format: Hybrid Campus: Lubbock Classroom: LC 114 Days: Tuesday and Thursday Lecture: Online Lab: 9:30 AM – 10:45 AM
Section: 276 Format: Hybrid Campus: Lubbock Classroom: LC 114 Days: Tuesday and Thursday Lecture: Online Lab: 11:00 AM – 12:15 PM	Section: 277 Format: Hybrid Campus: Lubbock Classroom: LC 114 Days: Tuesday and Thursday Lecture: Online Lab: 1:00 PM – 2:15 PM	Section: 278 Format: Hybrid Campus: Lubbock Classroom: LC 114 Days: Tuesday and Thursday Lecture: Online Lab: 4:00 PM – 5:15 PM

**Course Description:** Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet.

**Prerequisite:** None **Credit:** 3 **Lecture:** 2 **Lab:** 4

**Textbook:** Exploring Microsoft Office 2019 Introductory, 1/e packaged with MyLab IT with Pearson eText – plus Access Card for Exploring 2019 with Technology in Action eText, 16<sup>th</sup> Edition, Pearson. Publisher’s ISBN: 978-0-13-549005-1 (See TexBook program information below)

**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 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 TexBook 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 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 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 with Access
- Reliable Internet Connection
- Computer with Windows OS (Recommended) or Mac OS (Not a Chromebook)
- Mac OS will not run Access 2019. SPC Lab computers or the VMWare Horizon Client is recommended (See Blackboard for installation instructions).
- [Google Chrome](#) or [Mozilla Firefox](#)

**This course partially satisfies a Core Curriculum Requirement:** Institutional Foundational Component Area (090)

**Core Curriculum Objectives addressed:**

- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

**Student Learning Outcomes:**

1. Describe the fundamentals of information technology concepts – hardware, software, security, and privacy.
2. Demonstrate proper file management techniques to manipulate electronic files and folders in local, network, and online environments.
3. Create business documents with word processing software using spelling and grammar check, format and layout, tables, citations, graphics, and mail merge.
4. Create business documents and analyze data with spreadsheet software using (1) tables, sorting, filtering, charts and graphics, pivot tables, macros; (2) statistical, financial, logical and look-up functions and formulas; and (3) add-ins.
5. Create business multimedia presentations with presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.
6. Create databases and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions.
7. Integrate business software applications.
8. Use web-based technologies to conduct ethical business research.
9. Use “goal seeking” and “what-if analysis” to solve problems and make adjustments/recommendations in a business environment.

**Student Learning Outcomes Assessment:** There will be required modules that include a pre-test, instruction/assignment, and post-test in each of the following sections: Essential Computing Concepts, PowerPoint, Word, Excel, and Access. There will be a group project consisting of online discussion, collaboration, research, a PowerPoint presentation, and documentation.

**Course Evaluation:** Students will be evaluated by assignments, exams, and projects.

<b>Category</b>	<b>Percentage</b>
Pre-tests	10%
Assignments	50%
Exams	25%
Group Project	15%

**Attendance Policy:** Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

Class attendance, even online, is extremely important in order to meet the objectives of this course. A student is responsible for initiating his or her own withdrawal, if that becomes necessary. If a student is administratively withdrawn from the class by the professor, the grade appearing on the transcript will be a 'X'.

Administrative withdrawal may occur if the student has missed six (6) class periods for MWF classes, four (4) class periods for MW/TR classes, two (2) class periods for hybrid classes or if the professor decides absences are excessive due to non-participation or incomplete coursework. When enrolled in an online course, students must login to Blackboard/MyLab IT two times per week. Two weeks of non-participation in an online course may also result in an administrative drop.

See the General Catalog Attendance Policy for additional 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

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](mailto:dedens@southplainscollege.edu) or 806-716-2376 prior to your return date.

**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.

**Drop Policy:** You may be dropped with an X or F for any of the following reasons:

1. Attendance
  - a. You do not follow the guidelines of the attendance policy listed above.
2. Participation, completion of homework, exams, and group project
  - a. You have missed several homework assignments.
  - b. You have missed two or more exams.
  - c. You have not participated with your assigned group.
3. Academic Integrity
  - a. Cheating, plagiarism, or sharing your work with others as listed above.

**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. 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](mailto: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, 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 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 8:00 p.m. – 8:00 a.m.
- Weekends starting Fridays at 6:00 p.m. through Monday mornings at 8:00 a.m.

For questions regarding tutoring, please email [tutoring@southplainscollege.edu](mailto: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 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.

**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.

**Note:** The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

### **ADDITIONAL INFORMATION**

#### **What is expected from the students:**

Students are expected to attend all classes in order to be successful in a course. When an unavoidable reason for class absence 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.

### **Course Work:**

Assigned chapters are to be read prior to coming to class. Lab assignments will be given throughout the semester and will be discussed in class. If you are unable to attend class, please reference to the course outline to see what you missed. I will not repeat lectures or assignments outside of the allotted class period. You are required to bring all necessary materials to class (pen or pencil, notebook, flash drive, MyLab IT access card, and textbook).

### **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:**

Within each chapter that covers a specific software application program (Word, PowerPoint, Excel, and Access), 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 exams for each software application program (Word, PowerPoint, Excel, and Access).** All students will complete the chapter's simulation training programs in MyLab IT for a grade.

### **Examination Policy:**

1. **Pretests:** There are five pretests at schedule times throughout the semester that all students must complete on time. Students will access the pretests through Pearson's MyLab IT web site. **\*The pretest must be completed first before the student can read the course material, complete the assigned homework assignments, and exams for each of the individual sections (essential computer concepts and the individual software applications).** Each pretest has 30 performance-based tasks with 3 attempts per task, except for first pretest, which contains 50 multiple choice questions covering essential computer concepts with 1 attempt per question. Each pretest has a one-hour time limit.
2. **Exams:** There will be five exams in this class. Students will access the exams through Pearson's MyLab IT web site. Each exam is actually the software's capstone exam, which covers all aspects of the software (Word, PowerPoint, Excel, and Access). Each exam will have 20 or more steps in completing a final Word document, PowerPoint Presentation, Excel Spreadsheet, or an Access Database file. The exam will test the student's mastery of software skills for that particular computer application program. Students will have 2 attempts on this type of exam and the highest grade will be recorded in the grade book. However, the Essential Computer Concepts exam will contain 50 multiple choice questions covering essential computer concepts with 1 attempt to the exam and a one-hour time limit.

**\*Students will take and complete the exams after the student has completed the pretest, the simulation training programs, and the assigned homework assignments. All exams will be done through Pearson's MyLab IT web site at schedule times. The first exam on Essential Computer Concepts is timed**



and once you begin on the exam you must complete it within the set time-limit (1 hour). MyLab IT will not allow you to open an exam after the exam's due date or if the time-limit has expired on the exam. Please complete the exams early and on time. Students will not be able to make-up their miss exam since students can access the exams online for several days during schedule times.

All students will take the final exam, which is the Access Exam. Otherwise, the professor has the right and the discretion of giving the student an "F" in the course if he or she does not take the final exam.

### **Group Project:**

There will be one group project that all students must complete in this class. Further information about the group project will be given to you by the professor at a later date. Each student in the group will have to contribute to the group project. Each student in the group will evaluate each group member's contribution to the group project. Since this is a group project, you and your group members are expected to turn in the project on time. The group project will be completed in Blackboard.

### **Grading Policy:**

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

10% - The average of the 5 completed pretests.

50% - The average of the homework assignments and the highest grade earned on each simulation training programs and grader projects.

25% - The average of the highest grade earned on each software exam (4 exams) and the grade earned on the first exam covering essential computer concepts.

15% - The grade earned on the group project.

100% Total

**Pretests:** The average of the 5 completed pretests. If you complete a pretest, then your grade is 100. If you do not complete the pretest, then your grade is a 0. Pretest1, Pretest2, Pretest3, Pretest4, and Pretest5 - Add up your completion grades on the pretests and divide the result by 5. Then, multiply this value by 0.10 = (10% of your final grade in the class).

So, if you complete all 5 pretests, then you have earned 100 on each pretest. Add up the grades (the 100s) and divide by 5, which equals to 100 then multiply by 0.10 = 10.

#### **Assignments (50% of your final grade in the class) = Homework and Simulation Training Programs**

**Homework:** Add your grades on the homework assignments (matching, multiple-choice questions, grader projects, etc...). On the grader projects, I will take the highest grade you earned on it.

**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. Add your grades on the simulation training programs.

Take the grades earned on the homework and simulation training programs and add them together, which will give you a total value. Then, divide this total by the number of homework assignments and simulation training programs. There are 22 homework assignments and 18 simulation training programs, which means that the total number of assignments is 40 ( $22 + 18 = 40$ ). Next, take this average and multiply it by the value of 0.50 = (50% of your final grade in the class).

**Exams:** Exam 1 (contains 50 multiple choice questions covering essential computer concepts), Exam 2 (highest grade earned on the Word Exam), Exam 3 (highest grade earned on the PowerPoint Exam), Exam 4 (highest grade earned on the Excel Exam), and Exam 5 (highest grade earned on the Access Exam). Add up your grades on the exams and divide the result by 5. Then, multiply this value by 0.25 = (25% of your final grade in the class).

**Group Project:** Your grade on the group project will be based on a rubric scale, which will be given to you when you receive the group project assignment. Your grade on the group project will be multiply by the value of 0.15 = (15% of your final grade in the class).

**To calculate your final grade for the class:** Add together your average pretests grade  $\times$  0.10 (10% of your final grade), your average assignments grade  $\times$  0.50 (50% of your final grade), your average exams grade  $\times$  0.25 (25% of your final grade), and your grade on the group project  $\times$  0.15 (15% of your final grade).

Numeric grades will be given on all homework assignments, simulation training programs, pretests, exams, and group project. 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.

**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 classroom or computer labs, or come to class unprepared.

SCANS COMPETENCIES: C1, C4, C5, C6, C7, C8, C15, C16, C18, C19, C20  
F1, F2, F3, F4, F5, F6, F7, F8, F9, F10, F11, F12, F13, F14, F15, F16, F17

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**SOUTH PLAINS COLLEGE, TECHNICAL DIVISION**  
**SCANS Competencies**

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**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 group; 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.

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**SOUTH PLAINS COLLEGE, TECHNICAL DIVISION  
SCANS Foundation Skills**

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**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.

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## CAMPUS GUIDELINES

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### 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.

### **AMERICANS WITH DISABILITIES ACT STATEMENT**

All students with disabilities, including but not limited to physical, psychiatric or learning disabilities, who wish to request accommodations in this class should notify the Special 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 Coordinator of Special Services. For more information, call or visit the Special Services Office in Rooms 113-C or 112 at the Reese Center, ext. 4654 or 4675. On the Levelland Campus, the Special Services Office is located in the Student Services Building, ext. 2529.

## **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**