



## Walters State Community College Course Syllabus

### Course Information

**Course Number and Name:** INFS 1010 Computer Applications

**Section ID:** 80757.202380

**Semester and Year:** Fall 2023

**Credit Hours:** 3

**Start Date:** August 21, 2023

**End Date:** December 08, 2023

**Course Format:** WEB - Web Classes

**Catalog Course Description:** This course is designed to assist the student in achieving proficiency in computer applications. The student will demonstrate a working knowledge of word processing, electronic spreadsheets, electronic communication and on-line data bases. **F, S, Su**

**Meeting Details:** TBD

**Course Drop Deadline:** October 27, 2023

### Instructor Information

**Name:** Paul Todaro

**Role:** Associate Professor of Computer Information Technology

**Office Location:** WSGC2 103C

**Office Hours:** See Office Schedule posted in eLearn

**Office Phone:** 423-798-7956

**Email:** paul.todaro@ws.edu

**Supervisor Name:** Lois Blais, Department Chair of Computer Information Technology (CIT)

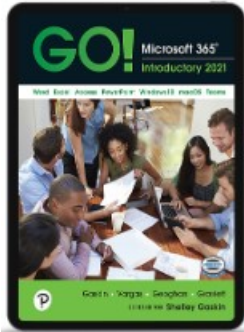
**Supervisor Phone:** (423) 585-2658

**Secretary Name:** Tammy Jones/Kathy McFarling

**Secretary Phone:** 423-585-2644/423-585-6972

### Required Textbook(s) and Materials

**Go! Microsoft 365 Introductory 2021**



**ISBN:** 9780137679164

**Authors:** Shelley Gaskin, Alicia Vargas, Debra Geoghan, Nancy Graviett

**Publisher:** Pearson

**Publication Date:** 2022-06-23

**Edition:** 2021

**Additional Information**

eText is included inside MyLab IT site (accessed through eLEARN course), once you are registered. Course fee of \$97.50 has been assessed each student, with their tuition, for cost of MyLab IT with eText. No additional costs are required for course materials.

**OPTIONAL:** A loose-leaf printed textbook can be purchased inside MyLab IT for \$29.99. You will need a binder to put the loose-leaf pages in.

## Supplemental or Optional Materials

- Headset with microphone
- USB flash drive
- eText App:
  - **Pearson eText** - for iPad iPhone
  - **Pearson eText** - for Android

## Student Learning Outcomes/Objectives

- Differentiate basic computer operations using the Microsoft Windows operating system. Use features common across all Microsoft Office applications and use Windows 10 features and the File Explorer program to manage files and folders
  1. Create a new document and insert text
  - 1.2 Insert and format graphics
  2. Perform Office commands and apply Office formatting
  3. Finalize an Office document
  4. Use helpful features
  5. Succeed with MyLab IT
  6. Prepare to work with folders and files in Windows 10 or macOS
  7. Use File Explorer or Finder to display locations, folders, and files

8. Use File Explorer or Finder to create, rename, and copy files and folders

- Create, edit, and format Microsoft Office Word documents.
  1. Create an announcement with a picture, format text, paragraphs, and documents
    - 1.1 Create a new document and insert text
    - 1.2 Insert and format graphics
    - 1.3 Insert and modify text boxes and shapes
    - 1.4 Preview and print a document
    - 1.5 Change document and paragraph layout
    - 1.6 Create and modify lists
    - 1.7 Set and modify tab stops
    - 1.8 Insert and format a SmartArt graphic
  2. Create a resume by using a Word table, write a cover letter, print an envelope, create a Word template, and use learning tools
    - 2.1 Create a table for a resume
    - 2.2 Format rows, columns, and cells in a table
    - 2.3 Format paragraphs and borders in a table
    - 2.4 Create a letterhead for a cover letter
    - 2.5 Create a cover letter and correct and reorganize text
    - 2.6 Use the Word editor to check your document
    - 2.7 Print an envelope, change a style set, create a Word template, and use learning tools
  3. Create a research paper that includes citations and a bibliography and a multiple-column newsletter
    - 3.1 Create a research paper
    - 3.2 Insert footnotes in a research paper
    - 3.3 Create citations and a bibliography in a research paper

3.4 Save documents in alternative formats and use research tools, Read Mode, and PDF Reflow

3.5 Format a multiple-column newsletter

3.6 Use special character and paragraph formatting

- Create and analyze a Microsoft Office Excel worksheet using formulas and functions.
  1. Create a sales report with an embedded column chart and sparklines, and calculate the value of an inventory
    - 1.1 Create, save, and navigate an Excel Workbook
    - 1.2 Enter data in a worksheet
    - 1.3 Construct and copy formulas and use the SUM function
    - 1.4 Format cells with Merge & Center, cell styles, and themes
    - 1.5 Chart data to create a column chart and insert sparklines
    - 1.6 Print a worksheet, display formulas, and close Excel
    - 1.7 Check spelling in a worksheet
    - 1.8 Enter data by range
    - 1.9 Construct formulas for mathematical operations
    - 1.10 Edit values in a worksheet
    - 1.11 Format a worksheet
  2. Analyze inventory by applying statistical and logical calculations to data and by sorting and filtering data; summarize the data on multiple worksheets
    - 2.1 Use Flash Fill and the SUM, AVERAGE, MEDIAN, MIN, and MAX functions
    - 2.2 Move data, resolve error messages, and rotate text
    - 2.3 Use COUNTIF and IF functions and apply conditional formatting
    - 2.4 Use Date & Time functions and freeze panes
    - 2.5 Create, sort, and filter an Excel table
    - 2.6 View, format, and print a large worksheet

- 2.7 Navigate a workbook and rename worksheets
- 2.8 Enter dates, clear contents, and clear formats
- 2.9 Copy and paste by using the Paste Options gallery
- 2.10 Edit and format multiple worksheets at the same time
- 2.11 Create a summary sheet with column sparklines
- 2.12 Format and print multiple worksheets in a workbook
- 3. Present fund data in a pie chart, make projections using what-if analysis and present projections in a line chart
  - 3.1 Chart data with a pie chart
  - 3.2 Format a pie chart
  - 3.3 Edit a workbook and update a chart
  - 3.4 Use Goal Seek to perform what-if analysis
  - 3.5 Design a worksheet for what-if analysis
  - 3.6 Answer what-if questions by changing values in a worksheet
  - 3.7 Chart data with a line chart
  - 3.8 Create a map chart and a funnel chart
- Create a Microsoft Office PowerPoint presentation using a design theme, text, slide layouts, and pictures.
  - 1. Create a company overview and new product announcement presentations
    - 1.1 Create a new presentation
    - 1.2 Edit a presentation in normal view
    - 1.3 Add pictures to a presentation
    - 1.4 Print and view a presentation
    - 1.5 Edit an existing presentation
    - 1.6 Format a presentation

- 1.7 Use Slide Sorter view
- 1.8 Apply slide transitions
- 2. Format a presentation to add visual interest and clarity and enhance a presentation with WordArt, SmartArt, and 3D object
  - 2.1 Format numbered and bulleted lists
  - 2.2 Insert online pictures
  - 2.3 Insert text boxes and shapes
  - 2.4 Format objects
  - 2.5 Remove picture backgrounds and insert WordArt
  - 2.6 Create and format a SmartArt graphic
- 3. Customize a presentation with animation and video and create a presentation that includes data in tables and charts
  - 3.1 Customize slide backgrounds and themes
  - 3.2 Animate a slide show
  - 3.3 Insert a video
  - 3.4 Create and modify tables
  - 3.5 Create and modify charts

## Instructional Approach and Methods

**Courses (CON)** meet "face-to-face" for lecture and/or lab instruction; however, some course materials/activities may be online and require some Internet access. Online components may include access to course content, course notes, resources, and assessments. Times and room numbers will be listed and provided in students' schedules.

**Hybrid Courses (HYB)** follow traditional meeting schedules in addition to offering students the opportunity to complete a portion of the coursework via the internet and eLEARN. Hybrid classes are good choices for students who need to limit the number of trips to campus, but also prefer some face-to-face contact with classmates and the instructor. Students may access the Internet through campus WiFi and computer facilities at the college's library on the Morristown, Niswonger, and Sevierville

campuses, or anywhere else they have Internet access. The College is not responsible for obtaining or maintaining students' individual equipment or software for accessing the Internet.

**Desktop Video Courses (DVC)** follow traditional meeting schedules as described in the Schedule Planner and the course syllabus through virtual meeting platforms. Desktop Video classes are a good choice for students who need to take classes off campus but also need the structure of the classroom environment. To complete all requirements for these courses, students have reliable access to the Internet via a DSL or higher broadband connection. Minimum requirements include: a computer with a webcam, a speaker, and a microphone, or students will need a tablet. A USB headset with microphone and ear buds are recommended for use with mobile devices. Students may access the Internet through campus WiFi and computer facilities at the college's library on the Morristown, Niswonger, and Sevierville campuses or anywhere else they have Internet access. The College is not responsible for obtaining or maintaining students' individual equipment or software for accessing the Internet.

**Video Streaming Courses (TWY)** follow traditional class meeting schedules, while providing students the opportunity to attend class sessions at one of Walters State's four campuses (Claiborne, Niswonger, Morristown, or Sevierville). Video streaming courses are good choices for students who may be unable to travel to multiple campuses. Instructors deliver instruction from one of the four campuses to students at one or more of the other campuses. Students are able to interact in real-time with the instructor and students at the other sites via video streaming technology.

**WS Web-based (ONLINE)** courses provide the opportunity to complete coursework via the Internet and eLEARN. Online courses are a good choice for self-motivated, self-directed students who need a flexible course schedule. To complete all requirements for these courses, students must have reliable Internet access via a DSL or higher broadband connection. Students may access the Internet through campus WiFi and computer facilities at the college's library on the Morristown, Niswonger, and Sevierville campuses, or anywhere else they have Internet access. The college is not responsible for obtaining or maintaining students' individual equipment or software for accessing the Internet.

## Assessment, Evaluation and Testing Procedures

There will be an orientation and four modules, with module projects and end-of-module tests completed in MyLab IT, an online skills assessment tool. All coursework will occur in MyLab IT.

A grade of "F" will be assigned for any student conducting plagiarism, cheating, or other forms of academic dishonesty. See the Academic and Classroom Misconduct section in the college catalog.

Tests/quizzes will be taken in MyLab IT and cannot be made up except for the most extreme of circumstances (accidents, serious illness, etc.). Tests are not to be missed without a legal excuse. A score of zero will be assigned for the missed test. In the event of an emergency, it is the student's responsibility to contact the instructor before test time. Minor illnesses of student or family members

are not satisfactory excuses for missing a test. A test that is to be made up will require documentation from the student explaining the dire circumstances causing the absence. No make-up test will be given to any student who misses the test without prior notice to the instructor. Make-up tests may be different from the regular test.

Grades are based on an Orientation and 4 modules. Each module is worth the following:

Module	Percentage of Grade
Orientation	5%
Windows	14%
Excel	27%
Word	27%
PowerPoint	27%

View the **eLEARN Grades** area for a complete semester listing, in sequential order, by module, of each assignment, test, and their calculated weights used to compute students' final grade in the course.

## Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

## Assignments

Students will complete the required assignments—multiple choice quizzes, simulation trainings, dropbox, grader projects--as shown in MyLab IT for each corresponding module. They will be evaluated based on their assigned weights as shown in the eLEARN Grades area. For assignments that allow multiple attempts, the HIGHEST scored attempt will be recorded in the eLEARN Grades area.

Over 90% of assignments are auto graded by MyLab IT, with detailed instant feedback. Instructor-graded assignments (dropbox) will be graded within two workdays following assignment due date.

Assignments are to be turned in on, or before, the due date. Late assignments will NOT be accepted.

All Microsoft Office and File Management, Word, Excel, and PowerPoint assignment files are required to be in Office 365 / 2019-21 desktop app format. UNACCEPTABLE document formats include:



1. Office 365 web and mobile app
2. Office 2016, 2013, 2010, 2007 and prior
3. OpenOffice – Writer, Calc, Impress
4. Google – Docs, Sheets, Slides
5. Apple – Pages, Numbers, Keynote

**Files submitted in these formats will receive a score of zero.**

**Integrity Violations:** MyLab IT contains a built-in Integrity Checker.

*What constitutes “working together”?*

Each student sitting at their own computer, downloading their own file through their individual Pearson account, and completing the steps of the assignment simultaneously or discussing certain steps as they go.

*What constitutes an Integrity Violation (cheating)?*

Using or submitting another student's downloaded file and/or copying and pasting any portion of content from another student's downloaded file.

IMPORTANT: It is each student's responsibility to make sure the files they submit are their own. Also, they are to make sure that no other student has access to their files. If a student submits a file prepared by another student, both students receive a grade of 0. If this continues, it is grounds for both students to receive an “F” in the course.

## Class Participation

### Attendance

#### **On-ground (in-person) Conventional Course students:**

- **First Day of Attendance** - First day student attends on-ground (in-person) class.
- **Last Day of Attendance** - Last day student attends on-ground (in-person) class.

#### **Hybrid / Virtual (DVC) / Video Streaming / Online students:**

- **First Day of Attendance** - Students must complete the INFS 1010 Orientation activities by the end of the first week of classes, to serve as the first day of attendance for reporting purposes.
- **Last Day of Attendance** - The date of the last assignment/test completed will serve as the last day of attendance for reporting purposes.

Excused absences, by no means, excuse the student of any responsibilities for material covered during the absence. In the event of absence, it is the student's responsibility to catch up with missing

material as well as homework. There will **not** be make-up tests for unexcused absences. If any make-up test is given, it may be different from the regular test in content as well as format.

Students who are not actively participating in the course (submitting assignments and completing tests/quizzes) will be reported as not attending the course.

## Course and Class Policies/Procedures

### Online Etiquette (Netiquette)

Proper online etiquette, as follows, should be adhered to throughout the course:

- Be courteous, kind, respectful, and think before you type
- No angry communication or yelling by typing in ALL CAPS
- Use proper spelling, grammar, and punctuation to make communication clear
- Once something is communicated online it is a permanent digital copy
- Respect privacy and don't share private messages or overly personal information
- Attempt to solve your problem before asking for help

Submit coursework in the correct manner

## Online/Web-Enhanced Course Supplementary Information

### Technology Requirements

Students **MUST** have access to:

- An updated computer system with adequate hardware to install Microsoft Office 365 / 2019 or 2021 desktop application
  1. Chromebooks and iPads will NOT allow the installation of Microsoft Office desktop application. They only allow reduced-function web apps which are NOT sufficient for this class.
- Chrome and Firefox web browser software
- Zoom software
- Webcam, headphones, and microphone

Students must be comfortable with:

- Using a computer, mouse/touchpad, and keyboard

- Navigating the Web using web browser software
- Installing and working with basic software applications
- Creating and saving files
- Email and cell phone communication tools

## Additional Course Requirements/Details/Information

### Virtual Office Hours

- See **Office Schedule** posted in eLearn

### Library Information

- Phone - 423.585.6946
- [Walters State Library Homepage \(opens in new window\)](#)
- [Check out a Walters State laptop or MiFi](#)

### Technical Support - WSCC Helpdesk

Students in need of assistance with computing and technology issues should contact the IET Helpdesk by phone:

- Morristown - 423.318.2742
- Greeneville - 423.798.8186
- Sevierville - 865.286.2789

[Walters State IET Helpdesk Website \(opens in a new window\)](#)

Hours of operation:

Monday-Thursday 7:30 AM-7:00 PM

### Technical Support - MyLab IT

Pearson Support options (MyLab IT 2021 with Brightspace integration)

1. Contact instructor
2. Join help team in **Microsoft Teams**:
  1. Team name: **HELP for MyLab IT at WSCC**

2. To enroll click link:

<https://teams.microsoft.com/l/team/19%3a762d158f49084a9ca24ae470ea806e8b%40thead.tacv2/conversations?groupId=4f41f11d-8cd3-4fde-b343-2b4c999c54e5&tenantId=2b6d1811-5ab9-4e22-8f3c-2a06e7ad1381>

3. Once enrolled, post a message with specific problem.

3. [Pearson Tech Support Website https://support.pearson.com/getsupport/s/](https://support.pearson.com/getsupport/s/) (opens in a new window).

### **Web Addresses/Resources**

- It is the student's responsibility to check the course Web site in [eLEARN \(opens in a new window\)](#)
- All course information will be posted and updated in eLEARN. The Web site MUST be checked regularly. Information posted on the Web site that is not noticed by the student is not the fault of the instructor. This is solely the responsibility of the student.

### **Guidelines for Communication: Email, Discussion Posts, Chat**

- All email, discussion, and chat communication is to be used for WSCC course purposes only.

### **Inappropriate Class Activities**

Once class has started, please be courteous and give your attention to the instructor. Reading e-mail, browsing the Web, playing games, or working on other assignments are not appropriate activities during lecture or lab. Failure to abide by this rule or any other course ground rules can result in students being asked to leave the classroom.

Campus policies prohibit the use of ALL tobacco products inside all buildings. (See the Walters State Catalog/Handbook.)

Campus policies prohibit minors from accompanying parents into the classroom and from being left unsupervised outside in hallways. (See the Walters State Catalog/Handbook.)

Food and drinks at the computer stations are prohibited.

### **Syllabus**

Syllabus is subject to change as the need arises throughout the semester.

### **Passwords**

Passwords for individual student computer accounts are NOT to be shared with other students or provided to unauthorized persons outside of the school environment.

## Student's Responsibility

Class topics, assignments, and tests are scheduled and taken using eLearn and MyLab IT. It is the student's responsibility to review the News, Content, and Grades areas in [eLearn Website \(opens in a new window\)](#), as well as the Course Materials area in [MyLab IT Website \(opens in a new window\)](#) and determine the assignments and tests that must be completed each week.

It is also the student's responsibility to verify that all assignments and quizzes did get submitted properly to MyLab IT and that accurate scores were posted in the Grades area of eLEARN.

## Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions). Plagiarism includes, but is not limited to the following:
  - a. Using cut/paste tool from original document with no references given.
  - b. Copying another student's work and submitting it as one's own.
  - c. Forging or otherwise altering signatures.
  - d. Giving or falsifying academic documents or materials.
2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:
  - a. Utilizing old tests, projects, notes or written papers.
  - b. Providing unauthorized information to a fellow student about exam content.
  - c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.
  - d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).
  - e. Consulting with a classmate or others when taking a computerized test.
  - f. Disregarding other specific policies and procedures outlined for a particular class.

- g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).
  - h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.
3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

## Student Resources

### TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787
- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

[Walters State English Learning Lab \(opens in new window\)](https://www.walters.edu/academics/humanities/writing-lab)  
[ws.edu/academics/humanities/writing-lab](https://www.walters.edu/academics/humanities/writing-lab)

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

[Walters State Mathematics Learning Lab \(opens in new window\)](https://www.walters.edu/academics/mathematics/learning-lab)  
[ws.edu/academics/mathematics/learning-lab](https://www.walters.edu/academics/mathematics/learning-lab)

### TECHNOLOGY SUPPORT

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

[Walters State Helpdesk \(opens in new window\)](#)  
[helpdesk.ws.edu](http://helpdesk.ws.edu)

## **STUDENTS WITH DISABILITIES SUPPORT SERVICES**

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services \(opens in new window\)](#)  
[ws.edu/student-services/disability/](http://ws.edu/student-services/disability/)

## **SUICIDE PREVENTION STATEMENT**

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

# **College Policies**

## **STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT**

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog \(opens in new window\)](#)  
[catalog.ws.edu/](http://catalog.ws.edu/)

[Walters State Timetable of Classes \(opens in new window\)](#)  
[ws.edu/admissions/registration/](http://ws.edu/admissions/registration/)

## **PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS**

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

## **COURSE GROUND RULES**

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.
- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.
- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.
- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.
- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

## **FINANCIAL AID**

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a



student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

## **CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY**

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage \(opens in new window\)](#)

[ws.edu/home/](http://ws.edu/home/)

[Walters State Facebook page \(opens in new window\)](#)

<https://www.facebook.com/WaltersState/>

[Walters State Twitter page \(opens in new window\)](#)

<https://twitter.com/waltersstate>

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System \(opens in new window\)](#)

[ws.edu/set/](http://ws.edu/set/)

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

## **LEARNING MANAGEMENT SYSTEM**

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard \(opens in new window\)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy](#) ([opens in new window](#)).