

**South Plains College****Common Course Syllabus:** BCIS 1305**Semester** Fall 2024**Revised** 8/26/2024**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:****Name:** Jesse Day**Office Locations:** TC207 – Levelland Campus  
B001 – Lubbock Downtown Center**Email:** [jday@southplainscollege.edu](mailto:jday@southplainscollege.edu)**Office Phone:** (806) 716-2255**Office Hours:** MW 02:00 PM – 02:30 PM at Lubbock Downtown Center  
TR 10:15 AM – 12:15 PM at Lubbock Downtown Center  
TR 01:30 PM – 02:30 PM at Lubbock Downtown Center  
FRI 11:00 AM – 12:00 PM Lubbock Downtown Center (By Appt)**Course Sections:**

<b>Section:</b> BCIS 1305.001 <b>Format:</b> Conventional <b>Campus:</b> Levelland <b>Classroom:</b> TC 102 <b>Days:</b> Monday - Wednesday <b>Lecture:</b> 09:30 AM – 10:45 AM <b>Lab:</b> Online	<b>Section:</b> BCIS 1305.002 <b>Format:</b> Conventional <b>Campus:</b> Levelland <b>Classroom:</b> TC 102 <b>Days:</b> Monday - Wednesday <b>Lecture:</b> 11:00 AM – 12:15 PM <b>Lab:</b> Online	<b>Section:</b> BCIS 1305.601 <b>Format:</b> Conventional <b>Campus:</b> Lubbock Downtown Center <b>Classroom:</b> B026 <b>Days:</b> Monday - Wednesday <b>Lecture:</b> 02:30 PM – 3:45 PM <b>Lab:</b> Online
<b>Section:</b> BCIS 1305.151 <b>Format:</b> Online <b>Campus:</b> Online <b>Classroom:</b> Online <b>Days:</b> Online <b>Lecture:</b> Online <b>Lab:</b> Online	<b>Section:</b> BCIS 1305.603 <b>Format:</b> Conventional <b>Campus:</b> Lubbock Downtown Center <b>Classroom:</b> B026 <b>Days:</b> Tuesday - Thursday <b>Lecture:</b> 02:30 PM – 03:45 PM <b>Lab:</b> Online	<b>Section:</b> BCIS 1305.604 <b>Format:</b> Conventional <b>Campus:</b> Lubbock Downtown Center <b>Classroom:</b> B026 <b>Days:</b> Tuesday - Thursday <b>Lecture:</b> 04:00 PM – 05:15 PM <b>Lab:</b> Online

**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:**

- This course is part of your TexBook program, which means you don't need to purchase a textbook or access code for this course. TexBook is the required content (either an eBook or online Courseware) for your course and is provided for you via the Bibliu platform from Day 1 of class.
- Cost of TexBook: this required content is provided as part of a Program called 'Inclusive Access', which means that content is provided for you at the lowest price available from the publisher. The cost of this is included in your tuition.
- How to access your digital content via Bibliu: you can access your material via the Bibliu link inside your Blackboard Course, or directly via the Bibliu app. If you have issues with this, please contact your professor, the Bookstore Manager or Bibliu Support (see below).
- The Bibliu platform: you can use the Bibliu platform to enhance your learning experience, with features including highlighting, notes and reading text aloud. For more details and support on how to use Bibliu, please visit the BibliU support pages, or contact Bibliu support via the email: support@bibliu.com
- Opting out: you can Opt-Out of the TexBook Program, up until the Opt-Out deadline, via the banner displayed when you open the Bibliu platform. Remember that Opt-Out deadlines vary by term, and if you choose Opt-Out you will lose access to this low-price option and will need to purchase the content through a different method. If you opt-Out, the fee will be refunded to your account.
- Useful contacts: 1. Bookstore Manager: Christian Bruno - christian.bruno@bibliu.com 2. Bookstore Text Coordinator: Trish Wells - patricia.wells@bibliu.com 3. Bibliu Support: email support@bibliu.com

**Supplies:**

- Microsoft Office 365 Education or Office 2021 with Access
- Reliable Internet Connection
- Computer with
  - Windows OS is recommended
  - Mac OS can work with some modifications
  - Chromebooks will not work for this class
- Mac OS will not run Access 2019. SPC Lab computers or the VMWare Horizon Client is recommended (See the Help Desk 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, make adjustments or offer recommendations in a business environment.

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

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

Category	Percentage
Pretests	10%
Assignments	50%
Exams	25%
Team Project	15%

**Attendance Policy:** Class attendance, even online, is extremely important to meet the objectives of this course. Students are expected to attend all classes to be successful in a course. The student can be administratively withdrawn from the course when absences become excessive as defined by the Admissions office. If a student is administratively withdrawn from the class by the professor, the grade appearing on the transcript will be an ‘X.’

**Withdrawal Policy:** The last day to withdraw/drop with a grade of “W” is April 27th. It is the student’s responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated each week, and guidance will be provided throughout the term to help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

**COVID-19:** For information and resources about COVID-19, please visit: <https://www.southplainscollege.edu/emergency/covid19-faq.php>.

**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 team project
  - a. You have missed several homework assignments.
  - b. You have missed two or more exams.
  - c. You have not participated with your assigned team.
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 tutor.com link on the left-hand tool bar and grab a session with a tutor. You can access tutor.com tutors during the following times:

- Monday-Thursday 8:00 p.m. – 8:00 a.m.
- Weekends starting Fridays at 6:00 p.m. through Monday mornings at 8:00 a.m.

**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.

For information regarding official South Plains College statements about diversity, disabilities, non-discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry, please visit:

<https://www.southplainscollege.edu/syllabusstatements/>.

## IMPORTANT INFORMATION BELOW

**Communication:** All communication for this class will be conducted through Blackboard using the Message tool. All students will be required to check their messages in Blackboard regularly for course updates and announcements. All replies will be sent using the Message tool in Blackboard. Please include your name, course name, and section number in communication.

**Additional Supplies:** Students are required to bring in their own headphones or audio devices to class each day to use for the audio part of computer lessons and programs. Students are required to obtain a flash drive to save and transport files for assignments.

**Pretest Assignments:** Pretest assignments will be given for each section, and they are mandatory. They are a free 100% in the gradebook if completed before any other assignments in that section. If they are not completed before other assignments, or not completed at all, they will be recorded as a 0% in the gradebook.

**Assignments:** Assignments will be available through MyLab IT. The course calendar outlining due dates and availability times is available in Blackboard. There may also be homework assignments and projects assigned periodically throughout the semester. No late work is accepted! You are expected to complete all homework assignments within the due dates indicated. Missing homework assignments may result in an administrative drop.

It is important for you to start your homework early. Do not wait until the night it is due to report problems. If you report problems the night of an assignment, the instructor is not obligated to re-open those for you. Start your homework early in the week and complete it with time to spare!

Grader project assignments and four of the exams require Office 2019 or Office 365 installation on the computer. You cannot use the online Office applications to complete these assignments. These assignments can be completed on Windows 8 or 10 machines or on a Mac with Office 2019/365 installed. They cannot be completed on a Chromebook. Mac users may run into several compatibility issues or problems with the instructions. Also, Mac users will not be able to install Access 2019. It is suggested that all Mac users utilize the free VMWare Horizon Client to complete grader project assignments. Instructions for installation and use of this tool can be found in Blackboard.

**Exams:** There will be five exams given at the end of each section. Exams will be given using the MyLab IT courseware. The exam will be open for several days and no make-up exams will be given.

**Team Project:** During the semester there will be a team project assigned. Your team will be expected to research a topic, find good sources of information, work collaboratively, and produce a PowerPoint presentation with audio, along with other documentation. You will be required to collaborate using an online platform. More information on this assignment will be given later in the semester.

**Gradebook:** The gradebook will be updated automatically each time you complete an assignment or exam. The gradebook and your current average will be available in MyLab IT or Blackboard.

**Counseling:** If at any point in the semester you find yourself having trouble with stress or feel depressed, please stop in and see a counselor. Counseling services are available at all campuses. The number for the counseling office is 806-716-2366. Below is a link to SPC's personal counseling services:

<https://www.southplainscollege.edu/health/mentalhealthresources.php>

**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.