BCIS 1305 Course Syllabus

All Sections

Semester: Spring 2026

Revised: 1/6/2026

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

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B001 – Lubbock Downtown Center

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Office Hours: MW 02:00 - 2:30 PM B001 Lubbock Downtown Center

TR 09:00 AM – 12:00 PM B001 Lubbock Downtown Center

FRI 11:00 AM – 12:00 PM B001 Lubbock Downtown Center (By Appt)

Course Sections:

Section: BCIS 1305.002 **Format: Conventional** **Campus: Levelland** **Classroom: TC 102** **Days: Monday - Wednesday** **Lecture: 09:30 AM – 10:45 AM** **Lab: Online**	**Section: BCIS 1305.003** **Format: Conventional** **Campus: Levelland** **Classroom: TC 102** **Days: Monday - Wednesday** **Lecture: 11:00 AM –12:15 PM** **Lab: Online**	**Section: BCIS 1305.603** **Format: Conventional** **Campus: Lubbock Downtown Center** **Classroom: B026** **Days: Monday - Wednesday** **Lecture: 02:30 PM – 3:45 PM** **Lab: Online**
Section: BCIS 1305.154 **Format: Online** **Campus: Online** **Classroom: Online** **Days: Online** **Lecture: Online** **Lab: Online**	**Section: BCIS 1305.601** **Format: Conventional** **Campus: Lubbock Downtown Center** **Classroom: B026** **Days: Tuesday - Thursday** **Lecture: 01:00 PM – 02:15 PM** **Lab: Online**	**Section: BCIS 1305.602** **Format: Conventional** **Campus: Lubbock Downtown Center** **Classroom: B026** **Days: Tuesday - Thursday** **Lecture: 02:30 PM – 03:45 PM** **Lab: 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 do not need to purchase a textbook or access code for this course. TexBook is the required course content (either an eBook or online Courseware) and is provided via the Inclusive Access 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 Inclusive Access: you can access your material via the Inclusive Access link inside your Blackboard Course, or directly via the Inclusive Access app. If you have any issues with this, please contact your professor, the Bookstore Manager, or Inclusive Access Support (see below).

- The Inclusive Access platform: you can use the Inclusive Access platform to enhance your learning experience, with features including highlighting, notes, and reading text aloud.

- Opt out: You can opt out of the TexBook Program, up until the Opt-Out deadline, via the banner displayed when you open the Inclusive Access platform. Remember that Opt-Out deadlines vary by term, and if you choose Opt-Out, you will lose access to the low-price option and will need to purchase the content through an alternative method. If you opt out, the fee will be refunded to your account.

- SPC Bookstore Text Coordinator and Manager: Trish Wells - patricia.wells@southplainscollege.edu

Supplies:

- Microsoft Office 365 Education or Office 365 with Access

- Reliable Internet Connection

- Computers with Windows OS are recommended

- Mac OS can work with some modifications

- Chromebooks will not work for this class

- Mac OS will not launch Access 365. SPC Lab computers or the VMWare Horizon Client are recommended (See the Help Desk for installation instructions).

- Google Chrome or Mozilla Firefox

This course 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, analysis, evaluation, and synthesis of information

- Teamwork includes 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, adjust, or offer recommendations in a business environment.

Student Learning Outcomes Assessment: Required modules include a pre-test, instruction/assignment, and a post-test for each of the following sections: Essential Computing Concepts, PowerPoint, Word, Excel, and Access. The team project will include 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, including online sessions, is essential to achieving the course objectives. 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 weekly, and guidance will be provided throughout the term to help students determine if they need to drop the class. 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 complete all projects, quizzes, assignments, examinations, and papers independently. 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 an 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 an F for any of the following reasons:

1. Attendance: You do not follow the guidelines of the attendance policy listed above.

2. Participation, completion of homework, exams, and team project. You have missed several homework assignments.

3. You have missed two or more exams.

4. You have not participated with your assigned team.

5. Academic Integrity: Cheating, plagiarism, or sharing your work with others as listed above.

Student-Owned Computer Equipment: Students may 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 student's sole responsibility to ensure that their computer system meets the minimum requirements for all required or recommended software. It is also the student's sole responsibility to ensure that their computer system is in working order, free of malware, and sufficient to complete the assigned coursework. A malfunction or failure of a computer or system does not constitute 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 a student needs computer assistance, they can contact the SPC student help desk.

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. Schedule an appointment or drop in for assistance at any SPC location or online. Visit the link below to learn how to book an appointment, view the tutoring schedule, meet the tutors, and see 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 are reset every Monday morning. Log into Blackboard, click on the tutor.com link on the left-hand toolbar, 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 start Fridays at 6:00 p.m. and go through Monday mornings at 8:00 a.m.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect between 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, is disrespectful, or is threatening shall not be tolerated and may result in disciplinary action and/or removal from the 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 are required to check their Blackboard messages 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 their own headphones or audio devices to class each day for the audio component of computer lessons and programs. Students are required to obtain a flash drive to store and transport assignment files.

Pretest Assignments: Pretest assignments will be provided for each section and 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 tasks or at all, they will be recorded as 0% in the gradebook.

Assignments: Assignments will be available through MyLabIT. The course calendar, which outlines due dates and availability times, is available on Blackboard. There may also be homework assignments and projects assigned periodically throughout the semester. No late work is accepted! You will need to complete all homework assignments by the indicated dates. Missing homework assignments may result in an administrative drop.

Please start your homework early. Please do not wait until the night before it is due to report problems. If you report issues on the night of an assignment, the instructor is not obligated to reopen 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 installing Office 365 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 a Mac with Office 365 installed. They cannot be completed on a Chromebook. Mac users may run into several compatibility issues or problems with the instructions. Additionally, Mac users cannot install Access 365. It is recommended that all Mac users use the free VMware Horizon Client to complete the grader project assignments. Instructions for installing and using this tool are available on Blackboard.

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

Team Project: A team project will be assigned during the semester. Your team will be expected to research a topic, identify reliable sources, collaborate, and produce a PowerPoint presentation with audio and accompanying documentation. You will need 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 on MyLabIT or Blackboard.

Counseling: If at any point in the semester you find yourself having trouble with stress or feeling 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 and to notify students of any changes at any time during the semester.