

South Plains College
Common Course Syllabus: ITSC 1309.390
Semester: Fall 2025
Revised 2025

Department: Computer Information Systems

Discipline: Technical Education Division and Arts and Sciences Division

Instructor: Denesa Free
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Course Number: ITSC 1309.390

Course Title: Business Computer Applications

Available Formats: Conventional

Campuses: Seagraves High School, Dual-Credit

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:** 3 **Lab:** 1

Textbook: Learn-by-Doing: Microsoft Office Specialist Word 2016 eText, ISBN: 978-1-626895-58-4; Learn-by-Doing: Microsoft Office Specialist Excel 2016 eText, ISBN: 978-1-626895-61-4, BE Publishing; Learn-by-Doing: Microsoft Office Specialist PowerPoint 2016, ISBN 978-1-626896-38-3, BE Publishing; Learn-by-Doing: Microsoft Office Specialist Access 2013, ISBN: 978-1-934422-84-7 eText, BE Publishing

Supplies: Microsoft Office 2016

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 a required pre-test, instruction, and post-test in each of the following sections: Essential Computing Concepts, PowerPoint, Word, Excel, and Access.

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

Category	Percentage
Pre-tests/Assignments	60%
Exams/Projects	40%

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 at the professor’s discretion, an ‘X’ or ‘F’.

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.

See the General Catalog Attendance Policy for additional information.

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; or
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;
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

South Plains College Syllabus Statements:

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

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.