

South Plains College
Common Course Syllabus: ITSC 1309
Semester: Spring 2026
Revised 12/09/2026

Department: Computer Information Systems
Discipline: Technical Education Division and Arts and Sciences
Division **Course Number:** ITSC 1309.316
Course Title: Software Applications I
(BIM I - Business Information Management)

Instructor Contact Information:

Name: Sandy Smith
Location: Talkington School for Young Women Leaders
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Course Sections:

<p>Section: ITSC 1309.316 Format: Classroom Lecture: Classroom Lab: Classroom</p>

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

Textbook: The Shelly Cashman Series Collection Microsoft Office 365 & Office 2019

Supplies: Reliable Internet Connection
Computer with Windows OS (Recommended) (not a Chromebook)
Google Chrome or Mozilla Firefox

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 projects and post-tests 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 each with an equal grade weight.

Attendance Policy: Students are expected to attend all classes in order to be successful in a course.

2025-2026 COURSE SYLLABI STATEMENTS

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

[https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/3628/Lisd/aaa01571-23dd-43b6-a754-855af053183f/Public-Notification-of-Nondiscrimination-\(updated-06-04-2025\).pdf?disposition=inline](https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/3628/Lisd/aaa01571-23dd-43b6-a754-855af053183f/Public-Notification-of-Nondiscrimination-(updated-06-04-2025).pdf?disposition=inline)

[Continuous Public Notification of Non-Discrimination Policy](#)

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.

Reading Assignments: Mandatory, assigned reading is a requirement for this course. Without reading the book and going through the voluntary tutorials, you may fall behind and become lost as we move through the semester. Going through the book, following the tutorials, and doing the simulations will greatly help you pass the grader projects and exams.

Assignments: Assignments will be scheduled in sam.cengage.com. For each unit and module, students will complete the training assignment, 2 projects, and a post-exam.

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. You are required to participate during the team project. If you do not participate with your team, either through refusal, neglect, or ignorance, you may receive a 0% for the Team Project grade. There are no make-up opportunities for the team project. More information on this assignment will be given later in the semester.

Gradebook: Grades will be entered weekly in TEAMS - LISD gradebook.

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.