

Course: ITSC-1309-398
Revised 01/15/2026

Department: Business Administration
Discipline: Computer Information Systems
Course Number: ITSC-1309-398
Course Title: Business Applications
Instructor: Melissa Ramon
Campuses: Dual-Credit Springlake-Earth High School

COURSE INFORMATION:

COURSE DESCRIPTION: This course introduces students to the effective use of business application software in a professional setting. Students build practical skills in word processing, spreadsheets, presentations, databases, and basic automation to complete common business tasks. Emphasis is placed on productivity, accuracy, data integrity, and professional communication. Students apply technology to real-world scenarios involving document creation, data analysis, reporting, collaboration, and decision support. The course also reinforces workplace competencies such as organization, problem-solving, and ethical use of digital information. Successful completion may earn both high school and college credit and supports preparation for postsecondary business programs and technology-driven careers.

LEARNING OUTCOMES:

1. Create professional business documents using word-processing tools.
2. Analyze and present data using spreadsheet functions and charts.
3. Design clear, professional presentations for business communication.
4. Build and use simple databases for storing and retrieving information.
5. Apply basic automation tools to improve efficiency in business tasks.
6. Maintain accuracy, organization, and data integrity in digital work.
7. Collaborate using digital tools and professional communication practices.
8. Produce reports and decision-support materials based on analyzed data.
9. Demonstrate workplace skills such as problem-solving and ethical technology use.
10. Use digital tools responsibly with attention to privacy and security.

ATTENDANCE POLICY:

Students are expected to attend all classes 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 The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the school or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period as determined by the instructor. Students are officially enrolled in all courses for which they/or the school pays tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

COURSE STRUCTURE:

The course follows a blended instructional model combining teacher-led demonstrations, guided practice, and independent application. Each unit begins with direct instruction and modeling of key software skills, followed by structured hands-on exercises. Students then complete independent tasks that increase in difficulty to build mastery and confidence in applying tools to realistic business scenarios. Each unit concludes with a performance-based assessment. The course culminates in a multi-application capstone multimedia project that demonstrates comprehensive proficiency across all major software tools.

COURSE MATERIALS –

Required Textbook

- **Microsoft® Office 365® 2019 Edition**
Author: Mary Anne Poatsy
Provided by the school

Required Technology & Resources

- School-issued computer with access to Microsoft Office applications (Word, Excel, PowerPoint, Access)

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
- **Empirical and quantitative competency skills**—to manipulate and analyze numerical data or observable facts resulting in informed conclusions
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.
- **Social Responsibility**—to include the demonstrated knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

ASSIGNMENT INFORMATION and GRADING:

ASSIGNMENT POLICY:

Assignments are due by 11:59 p.m. on the date posted on the course schedule/calendar. All assignments for this course will be completed and submitted through TEAMS. The capstone assignment will be delivered as a presentation.

CHAPTER QUIZZES AND EXAMINATION POLICY:

Chapter quizzes and unit exams will be administered for each major area of study. Assessments may be delivered either through Microsoft Teams or in paper format, depending on instructional needs and testing conditions. Students are expected to complete all quizzes and exams independently and follow all classroom and testing guidelines.

GRADING POLICY/PROCEDURES:

Grades will be allocated according to the following point system and scale:

All work through the semester will be averaged, based on the following weights and count for 75% of the final grade. The final project will count as 25% of the final grade.

Category	Total
Daily Work / Practice	10%
Quizzes	15%
Exercises	25%
Chapter Exams	50%

COURSE UNITS:

1. Microsoft Common Features

- Office interface, ribbon, and file management
- Shared tools: formatting, templates, and proofreading

2. Word Documents

- Creating and formatting documents
- Working with tables, images, and references

3. Excel Spreadsheets

- Data entry and cell formatting
- Formulas, basic functions, charts, and data tools

4. Access Databases

- Tables, queries, forms, and reports
- Basic design and data retrieval

5. PowerPoint Presentations

- Slide creation, themes, media, and presentation tools

6. Capstone Project

- Integrated project using Word, Excel, Access, and PowerPoint

ACADEMICA AND SPECIAL SERVICES INFORMATION:

ACADEMIC INTEGRITY:

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

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.

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.

INTERNET/TECHNICAL PROBLEMS/SUPPORT: If you are having computer problems, please start with the Help link on your Blackboard homepage. It is your responsibility to have a backup plan if your computer/WIFI goes down. Do not wait until it is a crisis situation. Do not wait until the last minute to turn assignments in, or you may have problems! Make sure you finish your Cengage assignments in a timely manner and DO NOT wait until the last minute!

Institutional Policies

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>