Common Course Syllabus: BCIS 1305
Semester: Spring 2023
Revised 1/10/2023

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: Michael Slaughter
Office Location: TC206 (Levelland) / LBC 120D (Lubbock Center)
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Meet Online: https://calendly.com/ms-spc
Office Hours: See Calendly link above.

Course Sections:

Section: BCIS1305.153 Format: Online Lecture: Online Lab: Online	Section: BCIS1305.155 Format: Online Lecture: Online Lab: Online	Section: BCIS1305.451 Format: Online Lecture: Online Lab: Online	Section: BCIS1305.181 Format: Online Lecture: Online Lab: Online (8 weeks: 1/17/2023 - 3/9/2023)

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

TexBook Program: This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.

What is TexBook? The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.

How do I access my TexBook? Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) eBook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.

Help with TexBook issues and support: check with your professor or visit: https://support.vitalsource.com/hc/en-us/requests/new (available 24/7 via chat, email, phone, and text)

Opting out of TexBook: Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.

*Please consult with your professor before deciding to opt-out. If you still feel that you should purchase the course textbook/materials on your own, **send an opt-out email to pwells@texasbook.com**. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

Email: pwells@texasbook.com / Phone: 806-716-2097
Email: agamble@texasbook.com / Phone: 806-716-4610

Supplies:

- Microsoft Office 365 Education or Office 2019 with Access
- Reliable Internet Connection
- Computer with Windows OS (Recommended) or Mac OS (not a Chromebook)

- Mac OS will not run Access 2019. SPC Lab computers or the VMWare Horizon Client are recommended (See Blackboard 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 and make adjustments/recommendations in a business environment.

Student Learning Outcomes Assessment: There will be required modules that include a pre-test, instruction/assignment, and 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
Pre-tests	10%
Assignments	50%
Exams	25%
Team Project	15%

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

Class attendance, even online, is extremely important in order to meet the objectives of this course. Students are responsible for initiating their own withdrawal/drop, if that becomes necessary. See the General Catalog Attendance Policy for additional information.

COVID-19:For more 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.

Withdrawal Policy: Students that withdraw from the course will receive a grade of W. 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 semester. Course averages will be updated regularly throughout the semester to aid students in their decision to drop the course or not.

- Please check the SPC academic calendar for the last day to withdraw/drop the course here: https://www.southplainscollege.edu/academiccalendar/
- For more information regarding drops/withdrawals, please visit: https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php

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
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 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 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 more information regarding official South Plains College statements about diversity, disabilities, non-discrimination, Title IX pregnancy accommodations, and campus concealed carry, please visit:
https://www.southplainscollege.edu/syllabusstatements/

IMPORTANT INFORMATION BELOW

Communication: This is an online class and all communication for this class will be conducted through SPC email. All students will be required to check their SPC student email accounts regularly for course updates and announcements. All replies to emails will be sent to the student's SPC email address. <u>Please include your name, course name, and section number in all email communication.</u>

Additional Textbook Information: This course is utilizing Institutional Access through VitalSource. Please see the information about VitalSource above. Homework and exams will be conducted through MyLab IT, which is accessed through the VitalSource link on Blackboard.

Instructional and Outside Course Time Estimation:

- Book Reading and Study Time: 2 hours x 20 chapters = 40 hours
- Simulation Assignment Time: 1 per chapter x 20 chapters x 1 hour = 20 hours
- Grader Project Assignment Time: 36 total assignments x 1 hour each = 36 hours
- Exam Time: 5 exams x 1 hour = 5 hours

Total Course Time = 101 hours
Total Time per Week = 6.3 hours per week

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 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.

It is important for you to start your homework early in the week. 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. I suggest 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. The Technology Center, Lubbock Center, Plainview Center, and Reese Campus all have open computer labs available for student use.

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. 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.

Late-Work and Coursework Extensions: No late coursework (pretests, simulations, grader projects, exams, team projects, etc.) will be accepted. No extensions will be given for any coursework. There are two exceptions to this policy. One, you are severely ill and/or hospitalized. If this is the case, you must contact DeEtte Edens at dedens@southplainscollege.edu or at (806) 716-2376 and submit the required documentation to her. She will notify me if the illness warrants an extension. Two, there is a verified service outage of the SPC Blackboard system

and/or the Pearson MyLab IT system. A verified outage means the SPC Information Services department, the SPC Instructional Education department, and/or the Pearson System notify and acknowledge a substantial recorded downtime. If this occurs, an extension will be granted at the instructor's discretion.

Keep in mind, issues with the student's internet connection and/or computer equipment do not warrant an extension. Also, the instructor will administratively drop some grades at the end of the semester to cover the occasional times that students are unable to complete coursework due to family issues, illness, and/or computer-related issues.

Gradebook: Grades will be available in Blackboard. MyLab IT syncs grades with Blackboard periodically throughout the semester.

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.