South Plains College
Common Course Syllabus: BCIS 1305
Semester:
Spring 2022
Revised 1/11/2022

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
Office Location: TC207 – Levelland Campus
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Office Hours: MW 10:00 – 11:00 AM, TR 1:30 – 4:00 PM (Reese)
                                   Friday 11:00 AM – 12:00 PM (By Appointment)

Course Sections:

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 1305.004 **Format:** Conventional **Campus:** Levelland **Classroom:** TC 102 **Days:** Monday - Wednesday **Lecture:** 01:00 PM –2:15 PM **Lab:** Online	**Section:** BCIS 1305.005 **Format:** Conventional **Campus:** Levelland **Classroom:** TC 102 **Days:** Monday - Wednesday **Lecture:** 02:30 PM – 3:45 PM **Lab:** Online
Section: BCIS 1305.152 **Format:** Online **Campus:** Online **Classroom:** Online **Days:** Online **Lecture:** Online **Lab:** Online	**Section:** BCIS 1305.200 **Format:** Conventional **Campus:** Reese **Classroom:** RC 828 **Days:** Tuesday - Thursday **Lecture:** 4:00 PM – 05:15 PM **Lab:** Online	**Section:** BCIS 1305.451 **Format:** Online **Campus:** Online **Classroom:** Online **Days:** Online **Lecture:** Online **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: Exploring Microsoft Office 2019 Introductory, 1/e packaged with MyLab IT with Pearson eText – plus Access Card for Exploring 2019 with Technology in Action eText, 16th Edition, Pearson. Publisher's ISBN: 978-0-13-549005-1 (See TexBook program information below)

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 fee for the textbook/digital content is the lowest price available from the publisher and bookstore and is <u>included</u> in your tuition/fee payment.
- **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 RedShelf or other links inside your Blackboard course. RedShelf (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 **tfewell4texasbookcompany@gmail.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: tfewell@texasbook.com / **Phone**: 806-716-2399
  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 is 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, make adjustments or offer 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. 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. When enrolled in an online course, students must login to Blackboard/MyLab IT two times per week. Two weeks of non-participation in an online course may also result in an administrative drop.

A student who stops attending AND stops completing assignments, must take the responsibility of contacting the Registrar's Office to drop the class. **Students will not be dropped from this course for non-attendance.** It is the student's responsibility to initiate the drop process if you decide not to complete the course. Students who stop attending and do not complete the coursework will receive an F at the end of the semester. PLEASE NOTE: The last day to drop this course is Thursday, April 28, 2022

See the General Catalog Attendance Policy for additional information.

COVID-19: If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376.

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.

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.

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 tool bar 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.

Diversity Statement: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disability Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Nondiscrimination Policy: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

Campus Concealed Carry: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at:
http://www.southplainscollege.edu/campuscarry.php
Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

COVID-19 Face Covering Requirement: It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation. For further information, please refer to the "Return to Campus Plan" at: http://www.southplainscollege.edu/emergency/SPCReturnToCampusPlans.pdf

IMPORTANT INFORMATION BELOW

Communication: All communication for this class will be conducted through Blackboard using the Message tool. All students will be required to check their messages in Blackboard 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 in their own headphones or audio devices to class each day to use for the audio part of computer lessons and programs. Students are required to obtain a flash drive to save and transport files for assignments.

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.

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. Missing homework assignments may result in an administrative drop.

It is important for you to start your homework early. 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.

Open Lab Hours:
- **SPC Levelland – Technology Center:**
  - Monday-Thursday: 7:30 am to 9:00 pm and Friday: 8:00 am to 4:00 pm
- **SPC Reese – RC 827:**
  - Monday-Thursday: 8:00 am to 8:00 pm and Friday: 8:00 am to 4:00 pm
- **SPC Plainview – PC 126:**
  - Monday-Thursday: 8:00 am to 9:30 pm and Friday: 8:00 am to 4:00 pm

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. 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 in MyLab IT or Blackboard.

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.