

What is a syllabus?

Below is the complete course syllabus. The syllabus is the governing document for this course that you (the student) and I (the instructor) must abide by. It contains the most essential information about this course, including how it will be conducted and the policies that must be followed. Please read the syllabus in its entirety during the first week of class.

Please have a look at the syllabus before contacting me about course policies, grading questions, attendance, or late work. Many times, the syllabus contains the answer to your question.

Syllabus

South Plains College

Common Course Syllabus: BCIS 1305

Semester: Fall 2024

Revised 7/10/2024

Department: Computer Information Systems

Discipline: Technical Education Division and Arts and Sciences Division

Course Number: BCIS 1305

Course Title: Business Computer Applications

Instructor Information:

| | |
|---------------------------|--|
| Name: | Andrew Strawn |
| Office Location: | LBC 120A (Lubbock Center) / TC 208 (Levelland) |
| Email: | astrawn@southplainscollege.edu |
| Office Phone: | (806) 716-4602 |
| Schedule a Meeting | Via email |
| Office Hours: | See Instructor Information Guide |

Course Sections:

Section: BCIS1305.451

Format: Online

Lecture: Online

Lab: Online

(16 weeks: 8/26/2024 - 12/12/2024)

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 Information:

This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course. This course will use: MyLab IT with Pearson eText Direct Integration for Exploring 2021 with Technology in Action - Inclusive Access.

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. This course will use: MyLab IT with Pearson eText Direct Integration for Exploring 2021 with Technology in Action - Inclusive Access. For this course, you will use the links in Blackboard to access the textbook, MyLab IT platform, and other resources.

Cost of TexBook: This required content is provided as part of a program called 'Inclusive Access,' which means that it is provided for you at the lowest price available from the publisher. The cost of this is included in your tuition.

How to access your digital content: Simply use the links in Blackboard to access Pearson MyLab IT, the textbook, and other digital resources. The first time you use one of the links you will be prompted to accept the Pearson license agreement and register for the product. After that initial setup, you will be able to access all required resources by clicking on the different links in Blackboard.

Opting out: You can Opt-Out of the TexBook Program, up until the Opt-Out deadline, via the banner displayed when you open the Bibliu platform. Remember that Opt-Out deadlines vary by term, and if you choose to Opt-Out you will lose access to this low price option, and will need to purchase the content through a different method. If you opt-Out, the fee will be refunded to your account.

***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 opted out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

Useful contacts:

1. Bookstore Manager: Christian Bruno - christian.bruno@bibliu.com
2. Bookstore Text Coordinator: Trish Wells - patricia.wells@bibliu.com (Phone: 806-716-2097)
3. Bibliu Support: email support@bibliu.com (Phone: 806-716-2397)

Supplies:

- Microsoft Office 365 (Free to SPC Students)
- VMWare Horizon Client (You will need this during the Access section)
- Reliable Internet Connection
- Computer with Windows OS (Recommended) or Mac OS (not a Chromebook)
- *You may not be able to complete all of the assigned projects with Mac OS. Windows OS is highly suggested.*
- Google Chrome

This course partially satisfies a Core Curriculum Requirement:

Institutional Foundational Component Area (090)

Core Curriculum Objectives addressed:

- Communication 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 to succeed in a course.

Class attendance, even online, is extremely important to meeting 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, if circumstances warrant, an F for the course.

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 who 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 deciding whether to drop the course.

- 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 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:

Tutor.com is a FREE service for all SPC students currently enrolled. Students have 3 hours of tutoring each week through Tutor.com. You can find a link to Tutor.com under the tools option in Blackboard. Students can access Tutor.com during the following hours:

- Monday - Thursday 8:00pm - 8:00am
- 6:00pm Friday - 8:00am Monday

Student Code of Conduct Policy:

The South Plains College Mission Statement reflects the goal of helping students become productive and responsible citizens in a global society. This is achieved through providing learning environments that are innovative, engaging, compassionate, safe, diverse, and supportive. This mission is central to the expectations for student conduct. As members of the South Plains College community, students are expected to adhere to the Code of Conduct that is published annually in the South Plains College Student Guide (found online in the General Catalog).

Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither the 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. A student may be administratively withdrawn from one or more courses as a result of behavior within the classroom for Academic Integrity violations. Any offense leading to administrative course withdrawal is regarded as a major offense.

For more information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title IX pregnancy accommodations, COVID-19, AI, and campus concealed carry, please visit: <https://www.southplainscollege.edu/syllabusstatements/>

IMPORTANT INFORMATION BELOW

Communication:

This is an online class, and all communication will be conducted through SPC email. Students are required to check their SPC student email accounts regularly for course updates and announcements. Replies to emails will be sent to the student's SPC email address. Please include your name, course name, and section number in all email communication.

Additional Textbook Information:

This course utilizes Institutional Access and Pearson Direct Integration. Homework and exams will be conducted through MyLab IT, which can be accessed directly through the assignment links in 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 are mandatory. If completed before any other assignments in that section, they are a free 100% in the grade book. If they are not completed before other assignments or not completed at all, they will be recorded as a 0% in the grade book. Note that pretest grade updates will be applied during the third week of class.

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 the semester progresses. Going through the book, following the tutorials, and doing the simulations will help you pass the grader projects and exams.

Assignments:

Assignments will be available through Blackboard. The course calendar outlining due dates and times of availability is posted on 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!

Many assignments and four of the exams require Office 2021 or Office 365 installation on the computer. You cannot use the web-based Office applications to complete these assignments. These assignments can be completed on Windows 10 or 11 machines or on a Mac with Office 2021/365 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 2021. 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 have open computer labs for student use.

Exams:

Five exams will be given during the semester. They will be accessible through Blackboard and open for several days. 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 and other documentation. You will be required to collaborate using an online platform. You are required to participate in the team project. If you do not participate with your team 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, and no extensions will be given. There are two exceptions to this policy.

1. You are severely ill and/or hospitalized. If so, you must contact DeEtte Edens at dedens@southplainscollege.edu or at (806) 716-2376 and submit the required documentation to her. She will notify the instructor if the illness warrants an extension.
2. 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.

Issues with the student's internet connection and/or computer equipment do not warrant an extension.

The instructor will administratively drop some grades at the end of the semester to cover the occasional times that students cannot 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 daily throughout the semester.

Counseling:

If you find yourself having trouble with stress or feeling depressed at any point in the semester, 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 and notify students of any changes during the semester.