

South Plains College
Course Syllabus: BCIS 1305
Semester: Fall 2022
Revised 1/1/2022

Department: Computer Information Systems

Discipline: Technical Education Division and Arts and Sciences Division

Course Number: BCIS 1305.001, BCIS1305.005, BCIS1305.006, BCIS1305.007, BCIS1305.008, BCIS1305.153 and BCIS1305.451

Course Title: Business Computer Applications

Instructor: Charlene Perez

Office: Technology Center 209, Levelland

Phone: 806-716-2253 or 806-894-9611 ext. 2253

Email: cperez@southplainscollege.edu

Web Site: <https://southplainscollege.blackboard.com/>

Office Hours: Posted in Instructor Information folder in Blackboard

Available Formats: Conventional, Hybrid, Internet

Campuses: Levelland, Reese, Lubbock, Plainview Center, Online, Dual-Credit

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: (recommended) 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: 9780135402542. (See TexBook information below)

Required: MyLab with Pearson eText- Access Code- for Exploring with Office 2019 1/E, Prentice Hall Publishing, New Jersey 07458.

ISBN: 2818560440604 (See TexBook information below)

Textbook with Access Code: ISBN: 9780135402689

Can be purchased through Blackboard/VitalSource/MyLab when creating user account.

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 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 10 or 11 (Recommended) or Mac OS. **Please DO NOT use a Chromebook.**
- Mac OS will not run Access 2019. SPC Lab computers or the VMWare Horizon Client are recommended when we begin the Access unit (See Blackboard for installation instructions).
- Google Chrome or Mozilla Firefox browsers ONLY.

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 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, (this includes 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 an ‘X’.

A student who stops attending AND stops completing assignments, must take the responsibility of contacting the Registrar’s Office to drop the class. I do not drop student for non-attendance. It is your 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.

Last Drop Date: December 1, 2022

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.

COVID-19 Exposure Guidelines

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test 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**. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor’s note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

See the General Catalog Attendance Policy for additional information.

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.

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. **Students using a MAC or Chromebook will may have problems with missing software elements. Contact your Instructor for more information.**

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.

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](mailto: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.

Arranged Lab: An arranged lab of two (2) hours is considered a requirement of this class. The student is responsible for completing class and homework assignments as assigned by the instructor. Students may do assignments in the SPC computer lab(s) or at home/work if you have the exact programs that you will use during class (Please note that you must also have the correct version in order for the instructions in the book to be applicable). If the program and version do not match then the student may not be able to save an assignment at home and later open it at school and vice-versa. This does not apply to on-line classes.

Open Computer Lab: There are Open Computer Labs available on each campus with individual hours of operation. It is the student's responsibility to locate the lab on a desired campus and the hours of operation. Lab Supervisor and Lab Assistants are available to help you.

Levelland Technology Center Hours of Operation:
Monday thru Thursday 7:30 to 4:00 Friday 8:00 to 4:00

Student Conduct:

- Food and Drinks are not allowed in the computer class rooms or Open Lab. You will be asked to store them or throw them away.
- Cell phones and any other electronic devices are to be turned off or on silent and placed on top of the CPU during class time. If you have a legitimate need that requires that you receive a phone call during class contact the instructor before class begins.
- Headphones are to be removed during class and stored away from the desktop during class lectures and activities.
- Your very best manners are always expected and appreciated before, during and after class. Please don't disturb your fellow classmates.
- Working together is permitted provided you are doing your own work. If you are touching someone else's keyboard or mouse or using someone else's storage device that is too much help.
- Do NOT share storage devices with anyone!! EVER!!
- Cheating is not tolerated at any time. First offense will result in a zero for all parties involved and a second offense will result in being dropped with an "F" from this course.
- Additional student conduct expectations are outlined in the South Plains General Catalog and the South Plains College Student Guide. Both are available on the SPC web site.

Make-up Exam Policy: Make-up exams may be given in cases of an unavoidable absence. If you have an unavoidable absence you MUST notify me prior to missing the exam or prior to your next class meeting. There would be very, very few instances where you could not notify me of an absence because the college provides a 24/7 voice mail system and email and you have my number for texting. All make-up exams will be given only on Fridays between 8:00 a.m. and 11:00 a.m. following the missed exam and will not include any curve given on the original exam date. An altogether different test will probably be used for the make-up exam. You are responsible for making arrangements to take the test.

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.