

SCANS COMPETENCIES: C1, C4, C5, C6, C7, C8, C15, C16, C18, C19, C20
F1, F2, F3, F4, F5, F6, F7, F8, F9 , F10, F11, F12, F13, F14, F15, F16, F17

South Plains College
BCIS 1305
Business Computer Applications
Course Syllabus
Spring 2018

Course Prefix and Number: BCIS 1305
Sections: 153, 159, 200, 201, 274, and 275
Course Title: Business Computer Applications
Course Credit: 3 Hours
Course Timeline: January 16 – May 10, 2018
Professor: Dr. Patrick Logue

Office Location:
SPC Lubbock Center
Office # LBC 120B
3907 Avenue Q
Lubbock, TX 79412

Office Hours:
Monday: 11:00 AM to 3:00 PM in Office # LBC 120B
Tuesday and Thursday: 10:40 AM to 11:00 AM in Rm. LBC 114 and
12:20 PM to 1:00 PM in Office # LBC 120B
Friday: 10:00 AM to 12:00 PM in Office # LBC 120B
Or by appointment

Telephone: 806 – 716 – 4669
E-mail: plogue@southplainscollege.edu

Logistics:

Internet

Sections 153 and 159: Internet

Blackboard's URL: <https://southplainscollege.blackboard.com/>

Reese Campus

Section 200:

Classroom: RC 828
Days: Monday and Wednesday
Class Meeting: 4:00 PM – 5:15 PM
Lab: ARR in RC 827

Section 201:

Classroom: RC 828
Days: Monday and Wednesday
Class Meeting: 5:30 PM – 6:45 PM
Lab: ARR in RC 827

Lubbock Center Campus

Section 274:

Classroom: LC 114
Days: Tuesday and Thursday
Class Meeting: 8:00 AM – 9:15 AM
Lab: 9:25 AM – 10:40 AM

Section 275:

Classroom: LC 114
Days: Tuesday and Thursday
Class Meeting: 11:00 AM – 12:15 PM
Lab: ARR in LC 114

Course Description:

(3:2:4): This course is an overview of computer information systems in regards with the business environment. It introduces computer terminology, computer hardware, software, procedures, systems, and human resources. It explores their integration and application business and other segments in society. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Semester Hours: 3, Lecture Hours: 2, and Lab Hours: 4.

Course Goals:

- To identify and use the major components of a computer.
- To gain basic-level skills in the operation of a microcomputer.
- To be able to demonstrate skills in solving business problems using four types of software tools.
- To obtain hands-on experience with microcomputers and survey major microcomputer software used to solve business problems.
- To solve business problems using the computer as a tool.
- To explore business information systems careers.
- To demonstrate the basic understanding of computer and business ethics.

Course Textbook:

1. Exploring Microsoft Office 2016, Volume 1, Technology in Action, Complete, 14th Edition, & MyITLab with Pearson eTexts - plus Access Card for Exploring with Office 2016 Package, Pearson ISBN: 13: 978-0-13-477493-0, Price: \$184.30



Click on the pictures of the textbooks above to see more information about the textbooks.

*Two other options:

1. Access Card Only: MyITLab with Exploring Microsoft Office 2016, Volume 1 eText and Technology in Action, Complete, 14th Edition eText, Pearson ISBN: 978-0-13-460851-8, Price: \$154.00.
2. Instant Access: Same thing as option #1. However, you purchase the eTexts of the textbooks and the access code through MyITLab when you create your personal account in MyITLab or after the 14 day trial period with MyITLab. Price: \$127.95. **Do not select the \$89.95 option. It will not work for this class.

VERY IMPORTANT - This textbook package from the college bookstore also contains an access card, which the student will use to gain access to Pearson's MyITLab web site. This bundle (the textbooks and access card) is available at the Levelland and Reese Campus Bookstores as one sealed package (Non-returnable if shrink-wrap is broken). If you are going to purchase this bundle (textbooks and MyITLab access card) somewhere else, please use the following ISBN: 13: 978-0-13-477493-0 and make sure it is the correct textbooks and access card.

OR Purchase only the eTexts and access code when you create your Pearson account through your BCIS 1305 class in South Plains College's Blackboard.

*The MyITLab access card has an activation code that you will use in this course, which will allow you to access Pearson's MyITLab web site. You will complete all your homework assignments, pretests, and exams in MyITLab. ***Do not** purchase a used textbook.

MyITLab offers hands-on experience working with computers. It is designed to help assess learners' proficiency of Microsoft Office software applications (Word, PowerPoint, Excel, Access, etc.). Specific instructions regarding registering, logging into, and using MyITLab will be provided by the professor.

Course Materials: computer, Internet access, [Google's Chrome](#), [Microsoft Office](#) or Microsoft Office 365, flash drive, paper, pen or pencil, and an email account.

Class Attendance Policy

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 TR classes, two (2) class periods for the one night classes or if the professor decides absences are excessive.

Also, a student will be administrative withdrawn from the course if the professor believes that the student will **not** pass the course.

Students will be dropped from an online course if they:

1. Do **not** sign in the first week of the semester.
2. Miss one week of class work.
3. Miss a schedule exam.

*If you have any difficulties during the semester please inform the professor. The professor will work with you in order to complete the course.

Students are expected to attend all classes in order to be successful in a course. When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the professor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the professor. Students are officially enrolled in all courses for which they pay 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.

Students, who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does **not** meet the attendance requirements of a class as stated in the course syllabus and does **not** officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the professor.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

THE PROFESSOR RESERVES THE RIGHT TO CHANGE ANY PORTION OF THIS SYLLABUS AT ANY TIME.

Assignment Policy

Assigned chapters are to be read prior to coming to class. Lab assignments will be given throughout the semester and will be discussed in class. If you are unable to attend class, please reference to this syllabus to see what you missed. I will not repeat lectures or assignments outside of the allotted class period. You are required to bring all necessary materials to class (pen or pencil, notebook, flash drive, MyITLab access card, and textbook).

Homework Assignments

All homework assignments (matching, multiple-choice questions, grader projects, etc...) in this class have a scheduled due date. The assignments must be completed in Pearson's MyITLab web site. Once the assignment is closed, submission of your homework will not be accepted. Assignments must be submitted on time or before that time.

Hands-On Simulation Training

Within each chapter that covers a specific software application program (Word, PowerPoint, Excel, and Access), there are several hands-on simulation training programs that will assist you in mastering the software skills that are covered within the chapter. ***The hands-on simulation training programs will prepare you for the grader projects (homework assignments) and exams for each software application program (Word, PowerPoint, Excel, and Access).** All students will complete the hands-on simulation training programs in MyITLab for a grade.

Examination Policy

1. **Pretests:** There are five pretests at schedule times throughout the semester that all students must complete on time. Students will access the pretests through Pearson's MyITLab web site. ***The pretest must be completed first before the student can read the course material, complete the assigned homework assignments, and exams for each of the individual sections (essential computer concepts and the individual software applications).** Each pretest has 30 performance based tasks with 3 attempts per task, except for first pretest, which contains 50 multiple choice questions covering essential computer concepts with 1 attempt per question. Each pretest has a 1 hour time limit.

2. **Exams:** There will be five exams in this class. Students will access the exams through Pearson's MyITLab web site. Each exam is actually the software's capstone exam, which covers all aspects of the software (Word, PowerPoint, Excel, and Access). Each exam will have 20 or more steps in completing a final Word document, PowerPoint Presentation, Excel Spreadsheet, or an Access Database file. The exam will test the student's mastery of software skills for that particular computer application program. Students will have 2 attempts on this type of exam and the highest grade will be recorded in the grade book. However, exam 1 will contain 50 multiple choice questions covering essential computer concepts with 1 attempt to the exam.

*Students will take and complete the exams after the student has completed the pretest, the hands-on simulation training programs, and the assigned homework assignments. All exams will be done through Pearson's MyITLab web site at schedule times. The first exam on Essential Computer Concepts is timed and once you begin on the exam you must complete it within the set time-limit (1 hour). MyITLab will not allow you to open an exam after the exam's due date or if the time-limit has expired on the exam. Please complete the exams early and on time. Students will not be able to make-up their miss exam since students can access the exams online for several days during schedule times.

All students will take the final exam, which is the Access Exam. Otherwise, the professor has the right and the discretion of giving the student an "F" in the course if he or she does not take the final exam.

Group Project

There will be 1 group project that all students must complete in this class. Further information about the group project will be given to you by the professor at a later date. Each student in the group will have to contribute to the group project. Each student in the group will evaluate each group member's contribution to the group project. Overall, you will be grading each other. Since this is a group project, you and your group members are expected to turn in the project on time. The group project will be completed in Blackboard.

Grading Policy

The final grade will be calculated as follows:

- 10% - The average of the 5 completed pretests
 - 30% - The average of the homework assignments
 - 20% - The average of the highest grade earned on each hands-on simulation training program
 - 25% - The average of the highest grade earned on each software exam (4 exams) and the grade earned on the first exam covering essential computer concepts.
 - 15% - The grade earned on the group project
- 100% Total

Pretests: The average of the 5 completed pretests. If you complete a pretest, then your grade is 100. If you do not complete the pretest, then your grade is a 0.

Pretest1, Pretest2, Pretest3, Pretest4, and Pretest5

Add up your completion grades on the pretests and divide the result by 5.

Then, multiply this value by 0.10 = (10% of your final grade in the class).

So, if you complete all 5 pretests, then you have earned 100 on each pretest. Add up the grades (the 100s) and divide by 5, which equals to 100 then multiply by 0.10 = 10.

Homework: Add your grades on the homework assignments (matching, multiple-choice questions, grader projects, etc...) and divide the result by the number of homework assignments that were assign to you in this class, which equals 23 assignments. Then, multiply this value by 0.30 = (30% of your final grade in the class).

Hands-On Simulation Training Programs: The average of the highest grade earned on each hands-on simulation training program. You will have multiple attempts on each hands-on simulation training program. However, you only need to complete each hands-on simulation training program once. I will take the highest grade you earned on each hands-on simulation training program. Add your grades on the hands-on simulation training programs and divide the result by the number of hands-on simulation training programs that were assign to you in this class, which equals 54 hands-on simulation training programs. Take this average and multiply it by the value of 0.20 = (20% of your final grade in the class).

Exams: Exam 1 (contains 50 multiple choice questions covering essential computer concepts), Exam 2 (highest grade earned on the Word Exam), Exam 3 (highest grade earned on the PowerPoint Exam), Exam 4 (highest grade earned on the Excel Exam), and Exam 5 (highest grade earned on the Access Exam)

Add up your grades on the exams and divide the result by 5.

Then, multiply this value by 0.25 = (25% of your final grade in the class).

Group Project: Your grade on the group project will be based on a rubric scale, which will be given to you when you receive the group project assignment. Your grade on the group project will be multiply by the value of 0.15 = (15% of your final grade in the class).

To calculate your final grade for the class: Add together your average pretests grade x 0.10 (10% of your final grade), your average homework grade x 0.30 (30% of your final grade), your average hands-on simulation training programs grade x 0.20 (20% of your final grade), your average exam grade x 0.25 (25% of your final grade), and your grade on the group project x 0.15 (15% of your final grade).

Numeric grades will be given on all homework assignments, hands-on simulation training programs, pretests, exams, and group project. In addition, you will receive a letter and numeric grade for your final grade in the course.

Grade distribution is as follows:

90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
0 - 59 = F

It is the responsibility of each student to monitor his or her progress in the course and to request conference time with the professor if there are any questions, concerns, or problems.

Additional Information

Copying or removing copyright materials or exams from the computer labs is in violation of the law and is strictly prohibited.

- *No children will be allowed in the classroom.
- *No food or drinks are allowed in the classrooms or computer labs.

4.1.1.1. Diversity Statement

In this class, the professor 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.

4.1.1.2. Disabilities 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 in Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (also covers the Lubbock Center) Building 8: 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

If any student has a serious medical condition, they should inform the professor.

Internet (online) and hybrid classes

A student who enrolls in an online class that may need classroom accommodations is strongly encouraged to schedule an intake interview with the Special Services Department before enrolling in an online course or prior to the add/drop date for this semester.

Student Conduct: Expected student conduct is as outlined in the SPC catalog.

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 their own work, which he or she has not honestly performed, is regarded as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism (see “Academic Integrity” as well as “Student Conduct” sections in college catalog).

You shall not: use cell phones in class, use headphones during lectures and discussions, have drinks or food in the classroom or computer labs, or come to class unprepared.

SOUTH PLAINS COLLEGE, TECHNICAL DIVISION

SCANS Competencies

RESOURCES: Identifies, organizes, plans, and allocates resources.

- C1 **Time:** Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules.
- C2 **Money:** Uses or prepares budgets, makes forecasts, keeps records, and makes forecasts, keeps records, and makes adjustments to meet objectives.
- C3 **Materials and Facilities:** Acquires, stores, allocates, and uses materials or space efficiently.
- C4 **Human Resources:** Assesses skills and distributes work accordingly, evaluates performance and provides feedback.

INFORMATION: Acquires and uses information.

- C5 Acquires and evaluates information.
- C6 Organizes and maintains information.
- C7 Interprets and communicates information.
- C8 Uses computers to process information.

INTERPERSONAL: Works with others.

C9 Participates as members of a team; contributes to group effort.

C10 Teaches others new skills.

C11 **Serves clients/customers:** Works to satisfy customer's expectations.

C12 **Exercises Leadership:** Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C13 **Negotiates:** Works toward agreements involving exchanges of resources, resolves divergent interests.

C14 **Works with Diversity:** Works well with men and women from diverse backgrounds.

SYSTEMS: Understands complex interrelationships.

C15 **Understands Systems:** Knows how social, organizational, and technological systems work and operates effectively with them.

C16 **Monitors and Corrects Performance:** Distinguishes trends, predicts impacts on system performance and corrects malfunctions, operations, diagnoses systems.

C17 **Improves or Designs Systems:** Suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY: Works with a variety of technologies.

C18 **Selects technology:** Chooses procedures, tools or equipment including computers and related technologies.

C19 **Applies technology to task:** Understands overall intent and procedure for set-up and operation of equipment.

C20 **Maintains and troubleshoots equipment:** Prevents, identifies, or solves problems with equipment, including computers and other technologies.

SOUTH PLAINS COLLEGE, TECHNICAL DIVISION
SCANS Foundation Skills

BASIC SKILLS: Reads, writes, performs arithmetic/mathematical operations, listens, and speaks.

- F1 **Reading:** locates, understands, and interprets written information in prose such as documents, manuals, graphs, and schedules.
- F2 **Writing:** communicates thoughts, ideas, information, and messages in written form; creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
- F3 **Arithmetic:** Performs basic computations; uses basic numerical concepts such as whole numbers, etc.
- F4 **Mathematics:** Approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- F5 **Listening:** Receives, attends to, interprets, and responds to verbal messages and other cues.
- F6 **Speaking:** organizes ideas and communicates orally.

THINKING SKILLS: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.

- F7 **Creative Thinking:** Generates new ideas.
- F8 **Decision Making:** Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
- F9 **Problem Solving:** Recognizes problems and devises and implements plan of action.
- F10 **Seeing Things s Eye=in Mind:** Organizes and processes symbols, pictures, graphs, objects, and other information.
- F11 **Knowing How to Learn:** Uses efficient learning techniques to acquire and apply new knowledge and skills.
- F12 **Reasoning:** Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty.

F13 **Responsibility:** Exerts a high level of effort and perseveres toward goal attainment.

F14 **Self-Esteem:** Believes in own self-worth and maintains a positive view of self.

F15 **Sociability:** demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.

F16 **Self-Management:** Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.

F17 **Integrity/Honesty:** Chooses ethical courses of action.

CAMPUS GUIDELINES

CHILDREN ON CAMPUS

Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning:

- 1) Students are not allowed to bring children to class and will be asked to leave in the interest of providing an environment conducive for **all** students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the professor in the course syllabus.
- 2) Children may not be left unattended. In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.
- 3) Disruptive children will not be allowed to interfere with college business. Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.

AMERICANS WITH DISABILITIES ACT STATEMENT

All students with disabilities, including but not limited to physical, psychiatric or learning disabilities, who wish to request accommodations in this class should notify the Special 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 Coordinator of Special Services. For more information, call or visit the Special Services Office in Rooms 113-C or 112 at the Reese Center, ext. 4654 or 4675. On the Levelland Campus, the Special Services Office is located in the Student Services Building, ext. 2529.

DIVERSITY STATEMENT*

In this class, the professor 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.

(*Developed by the Title III summer 2001 participants as part of the training opportunity, May-June 2001, South Plains College).

GENERAL SAFETY ON CAMPUS

South Plains College recognizes the importance of safety on campus. The protection of persons and property is a responsibility which we all share. Personal safety begins with the individual. The following guidelines are intended to assist you in protecting yourself and to encourage practices that contribute to a safe environment for our campus community.

- Never leave your personal property unsecured or unattended.
- Look around and be aware of your surroundings when you enter and exit a building.
- Whenever possible, avoid walking alone, particularly after dark. Walk to your vehicle with other class members or request that the Security Guard walk you to your car.
- When approaching your vehicle, keep your keys in your hand; look under your car and in the back seat and floorboard. Lock the doors as soon as you are inside your car.

FOOD AND DRINK IN CLASSROOMS

It is the policy of South Plains College not to permit food or drink in the classrooms or laboratories.

In case of emergency, contact the following numbers but DO NOT leave a voice mail message:

Levelland Campus: 894-9611, ext. 2338

Lubbock Center: 747-0576, ext. 4677

Reese Center: (mobile 893-5705) and 885-3048, ext. 2923