

# BCIS 1305

## Business Computer Applications

### Spring 2019

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Office: TC206  
Course Name: BCIS1305

### Course Description

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

### Online Course

Communication will go through SPC email and all course content will be completed online.

### Textbook and Hardware Requirements

#### Textbooks:

Exploring Office 2016 Volume 1, with MyITLab Access Code

Author: Poatsy, Mulbery, Horan, Rutledge, Kreps, and Cameron

ISBN: 9780134774930

*\* Book bundle with physical text book and access code. Available only at the SPC bookstore.*

OR:

MyITLab with eText Access Code Only

ISBN: 9780134455877

*\* Access code with eText. Comes with an online eBook and the MyITLab access code. Available through the SPC bookstore or directly from Pearson when you register. **Be sure to get the Access Code with eText. You must have either the physical text or the eText along with the access code.***

#### MyITLab Access:

You can purchase the book through the SPC bookstore or when setting up your MyITLab account. You will receive 14 days free access, but after that access expires you will have to buy or order the book. When purchasing through Pearson you will receive the ebook. Purchasing a print upgrade is completely up to you. **WARNING:** Any homework or exams missed because of this free access cannot be made up.

## Software Requirements

You will need access to the following software.

- Google Chrome Web Browser (Best for MyITLab)
- PDF Reader
- **Microsoft Office 2016 or Office 365 (FREE FOR SPC STUDENTS, SEE BLACKBOARD or ASK INSTRUCTOR)**
- **Note: Projects work best if performed on a Windows desktop, not on a Mac.** They may work on a Mac, but be warned you will run into issues. If you do not have Windows, you may want to utilize the VMWare Remote Connection. You can find instructions for that in Blackboard.

(These resources are all available in the Technology Center Open Lab and the Reese Center Computer Lab)

## Communication

**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.** Please include your name, course name, and section number in all email communication. Other important announcements may be given during in class meetings, so attendance is key for complete communication.

## Instructional and Outside Course Time Estimation:

Book Reading/Study Time: 2 hr x 20 chapters = 40 hrs

Simulation Assignment Time: 1 per chp x 20 chp x 1hr = 20 hrs

Grader Project/MC Assignment Time 1 per chp x 20 chp x 2hrs = 40 hrs

Exam Review Time: 1 per section x 5 sections x 2hrs = 10hrs

Exam Time: 5 x 1hr = 5 hrs

**Total Course Time = 115 hours**

**Total Time/Week = 7.2 hours per week**

## Attendance Policy

Attendance for this online class is based on course login and participation. Check into Blackboard and MyITLab regularly (once to twice a week) and be sure to complete all assignments each week. If you miss several homework assignments in a row, you may be dropped for non-participation. Likewise, if you do not login to Blackboard for multiple weeks you may be dropped for non-attendance.

*\* If you decide to remove yourself from the class, be sure to drop with admissions and records. I am not responsible to drop you from the class. Do not email me requesting me to drop you... That must go through admissions and records.*

## 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 MyITLab. 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 in the week. Do not wait until the night it is due to report problems. If you report problems the night of an assignment, I am not obligated to re-open those for you. Start your homework earlier in the week and complete it with time to spare!*

## **Pretest Assignments**

Pretest assignments will be given for each section and they are mandatory. They are a free 100% in the gradebook as long as they are 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. They are recorded as a homework assignment grade. Do not fret about what you make on this assignment. It is a measure for me to see what you know going in, and what you know after the section is complete. **Please do all pretests before any homework.**

## **Exam Review and Exams**

Exam reviews will be available for each exam and are mandatory. They will be a free 100% if completed or a 0% if not completed. They are recorded as homework assignment grades.

There will be five exams given at the end of each section. Exams will be given using the MyITLab software. 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 (given at a later date), find good sources of information, and produce a PowerPoint presentation with audio, along with other documentation. You will be required to collaborate and everyone will be required to carry their weight. You will be required to use the Blackboard discussion board for all communication. Please do not use text messaging or email for communication about the team project. **ALL COMMUNICATION MUST BE IN THE DISCUSSION BOARD. IF IT IS NOT THERE I CANNOT GRADE IT.** More information on this assignment will be given later in the semester.

## Grades

Grades will be calculated as follows:

Category	Percentage
Assignments	40%
Exams	40%
Team Project	20%

**All assignments are mandatory. I reserve the right to drop or fail you if homework assignments are frequently missed or incomplete.**

IMPORTANT: Grades will be available through MyITLab throughout the semester and will show running average of your current grade. Team project grades will be assessed later in the semester and should be available for viewing before finals week.

## Drop Policy

You may be dropped with an X or F for any of the following reasons:

- Attendance
  - You do not follow the guidelines of the attendance policy listed above
- Participation, completion of homework, exams, and team project
  - You have missed several homework assignments
  - You have missed two or more exams
  - You have not participated with your assigned team
- Academic Integrity
  - Cheating, plagiarism, or sharing your work with others

## Academic Integrity

It is the aim of the faculty at South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences and possible suspension. Please refer to the SPC General Catalog regarding consequences for cheating and plagiarism.

**\*\*Do not, under any circumstances, turn in another student's file as your own. Do not, under any circumstances, give your file to anyone else to turn in as their own. Both situations are representative of academic dishonesty and will be treated as such.\*\***

## Disclaimer

Because we will use Blackboard to conduct a portion of this class, please note that the materials you may be accessing in chat rooms, bulletin boards or unofficial web pages are not officially

sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

## **Diversity Statement**

In this course, 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 be and can be.

## **Special Services**

### *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 through the Guidance and Counseling Centers at Reese Center (Building 8) 716-4606, or Levelland (Student Services Building) 716-2577.

## **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.

<http://www.southplainscollege.edu/information-for/current-spc-students/counseling-current/personal-counseling.php>