

FALL 2018 MONDAY, AUGUST 27, 2018 – THURSDAY, DECEMBER 13, 2018

**Part 1: Course Information** Course: BCIS 1305 (In class and Online Sections)

Section: 024 MW 11:00 am - 1:40 pm Lubbock Center

Section: 028 T TH 10:00 am – 12:40 pm Plainview Center

Section: 029 T TH 1:00 pm – 2:15 pm Plainview Center

Section: 019 <https://southplainscollege.blackboard.com/>

Section: 021 <https://southplainscollege.blackboard.com/>

**Instructor Information**

**Instructor:** \* Dr. Daphne L. Lewis Ed.D., M.Ed., BA.  
Certified EC-6 Texas  
Certified K-6 and 4-8 Indiana

**Instructor Contact:** Text/Call 806-438-8066  
Email: [dlewis@southplainscollege.edu](mailto:dlewis@southplainscollege.edu)

**Office:** South Plains College  
Lubbock Center Office Room 120C  
Plainview Center Room 121 Tuesday Thursday  
Virtual Office: <https://www.join.me/dlewisdavis>

**Office Hours:** Posted on Office Door

**Office Telephone:** \*806-438-8066 (Text or Call)

**E-mail:** \*[dlewis@southplainscollege.edu](mailto:dlewis@southplainscollege.edu)

**Course Description**

**BCIS 1305 - Business Computer Applications**

**(3:2:4)** 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 (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

Semester Hours: 3 Lecture Hours: 2 Lab Hours: 4

**Prerequisite** \*none

No collegiate course expectations. However, a student must have the ability to quickly type 100 words and use a computer to create and save materials, then locate those materials!

**Questions/Concerns/Challenges:** Reach out to me! I am here to support your success, but I cannot help if you do not reach out to me! Let me help! Please do not wait for Office Hours, I am available daily, including weekends.

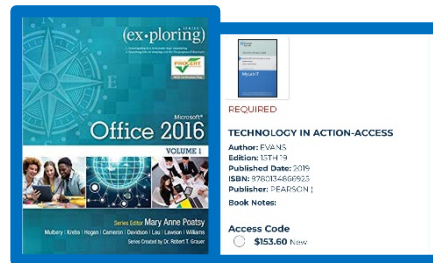
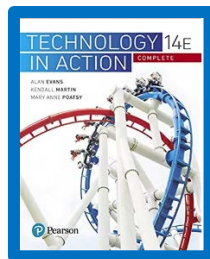
I tutor, I facilitate and even cheer! Text/Call 806-438-8066

Please take the time to either call, email or text!

Dr. Daphne L. Lewis **806-438-8066** (Text or Call)

Email: [dlewis@southplainscollege.edu](mailto:dlewis@southplainscollege.edu)

**Textbook & Course Materials:** This electronic course textbook is a special print for BCIS 1305 at South Plains College, containing two combined books, with an electronic single use access code to My Labs. These materials are available at the South Plains College Bookstore or through our Blackboard course inside Pearson's My Lab link.



### Required Text

The E-textbook and My IT Lab Code are required and due by Week 2. This is available as an Access Code through My IT Lab, or in the link in our course, or as an electronic bundle with a textbook and a code for My IT Lab access through South Plains College Bookstore.

**Special Note:** The My IT Lab environment provides 14 free day trial period. All students are expected to purchase the Access code before the trial period expires. If you cannot do this, you cannot succeed in the course. (Period)

**E-Textbook:** My MyITLab for Office 2016: Exploring Series /Including Technology in Action

### Recommended Reference Links

- \* SPC Email will be used to communicate with students
- \* Check your SPC Email before every class!
- \* SPC Blackboard – will house course instructions and grades  
<https://southplainscollege.blackboard.com/>

### Course Requirements

- Computer Access: All students must have computer access either at the South Plains College or in their possession. The computer must have the ability to access the Internet and download and upload Microsoft Office 2016/365 or Mac 2011 products.

- Internet connection (Portions of the course, not available in mobile)
- Access to South Plains College.edu and SPC Blackboard
- *\*Daily class attendance with completed assignments.\**

### Course Structure

\*This class is a blended, lecture and online class formats which meets the needs of students. Students are expected to attend all classes and come to class prepared with homework completed. Each class will have online support components in SPC Blackboard with helpful videos, links, grades and more. \*

**All exams will be in class only, with no make-up opportunities.**

Online Class exams will be in Blackboard and My Labs only.

### Attendance

\*Attendance is vital for success. If a student misses three or more class dates, or any three assignments in class or online, then that student can be dropped by the instructor with an X or F grade.\* Attendance in Face to Face courses are called out anytime during the class period. Not being in class during that call out is considered an absence. Please realize in the online atmosphere each Module has weekly assignments. Missing any assignment in the online atmosphere is considered an absence, and 3 absences can result in a drop of the student by the instructor.

If the student has not attended class by the 12 day, they will be administratively dropped by South Plains College Registrar's Office. Then that student can be dropped by the instructor with an X or F grade.\*

### Grading Policy

#### Graded Course Activities

Course assignments, homework and expectations are clearly labeled in the Course Schedule, with Blackboard Modules.

**Assessments** will only be offered during class time, with no makeups. All assessment dates are listed on the course schedule and inside Learning Modules. Assessments for online courses will be explained and accessed through SPC Blackboard.

There are no make-ups for missing due dates in Blackboard or in Class.

### Late Work Policy

\* Be sure to pay close attention to deadlines listed in the course schedule and mentioned in class—there will be **no make up assignments or make up quizzes or exams**, or late work accepted. College Classes are about daily practice and success in this class. To succeed a student requires daily practice through completed homework and assessments. Expect to spend about 9 – 10 hours per

week completing college work and homework, making corrections and studying for class!

Plan for it.

Two hours daily, with a day in the week off. College is a daily commitment, with planning. Plan and you can and will succeed!

### Viewing Grades in My SPC Blackboard

Points you receive for graded activities and assessments will be posted to the SPC Blackboard Grade Book. Click on the [My Grades](#) link on the left navigation to view your points. Grades are your mark for earned work and achievement. They are not to be shared in public.

Your instructor will update the online grades each time a grading session has been complete—typically 7 days following the completion of an activity. You will see a visual indication of new grades posted on your Blackboard home page under the link to this course.

### Letter Grade Assignment

\*This course has 6000 gradebook points total.\* (See below for Grading Scale)

There are five pretests and five post tests exams. Each pretest is worth 100 gradebook points, and the post test Exam is worth 200 gradebook points. The daily homework assignments (including simulated trainings and grader/capstones are worth 100 points each.

Please note about Exam Time. Exams (in class) will begin promptly at the beginning of class time. When the exam begins, the door will be closed. **Students are not admitted to a test late.** A late arrival disrupts the testing environment for all students. Being late for an exam equals missing that exam, and a grade of zero will be earned.

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

**Important note:** For more information about grading, sign into SPC Blackboard Clicking [My Grades](#) will send you to your individual grades for the course. Questions or concerns about grades should be address in private (Email, Phone Text/Call, or in Office to Dr. Daphne L. Lewis. Call or Text 806-438-8066 or email [dlewis@southplainscollege.edu](mailto:dlewis@southplainscollege.edu)  
*Please do not post grading concerns inside our classroom discussion board.*

|          |                 |              |                |
|----------|-----------------|--------------|----------------|
| <b>A</b> | 6000 - 5400     | 100 % - 90 % | Excellent Work |
| <b>B</b> | 5399 - 4800     | 89 % - 80 %  | Good Work      |
| <b>C</b> | 4799 - 4200     | 79% - 70 %   | Average Work   |
| <b>D</b> | 4199 - 3600     | 69 % - 60 %  |                |
| <b>F</b> | 3599 - or below |              |                |

## Part 5: Course Policies and Attendance

### Attend Class

Students are expected to attend all class sessions as listed on the course schedule. (Traditional Class, Blended Class and Online Class)

A student may be administratively withdrawn from the course when absences become excessive. Excessive absences mean: 3 or more absences, or and 3 or more tardies, and on the online classroom or face to face classroom, 3 or more missed assignments.

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 instructor. When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to NOTIFY THE INSTRUCTOR of the situation prior to the absence. Then it is the student's responsibility to complete work missed within a reasonable period as determined by the instructor.

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, [12<sup>th</sup> class date] as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records.

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.

After three absences or tardiness or a combination of (Absences and Tardies), the Instructor can drop a student from the course with a grade of X or F.

### **Online Attendance (Absent, Tardy, Late, Missing Assignment = No Sign ins)**

### Complete Assignments

PreTests are provided as a measure of student knowledge prior to the beginning of a unit. The completion of Pretests prior to entering a unit topic

is a requirement for success in this course. Each Unit comprises of PreTest, Simulated Trainings, Grader Capstone Projects and PostTest. Completion of each component promotes class success. (5 Major Components)

**Reading and Simulation Assignments:** Weekly reading of the course textbook and completion of simulation and capstone assignments inside Blackboard and My IT Lab are expected for success. This class covers the textbook and My Lab Assignments, but weekly preparation prior to class time is expected for success and can be found outlined in Blackboard.

**All assignments for this course must be submitted on time in**

**Blackboard.** Assignments must be submitted by the given deadline or special permission must be requested from instructor *before the due date*. Extensions will not be given beyond the next assignment, except under extreme circumstances (approved only by the instructor).

All discussion board assignments must be completed by the assignment due date and time. Late or missing discussion board assignments will affect the student's grade.

**Classroom Expectations:** All students are expected to be prepared for class time. **Disruptive or unprofessional behavior in class is grounds for a student to be removed and dropped from class without notice.** Three tardiness or three absences during class periods or three missing assignments are all grounds for a student to be dropped from the course. Students can refer to the South Plains College Student Guide for more information about policies and procedures of South Plains College. <https://www.southplainscollege.edu/information-for/future-spcstudents/onlinepubs.php>

**Exams:** Exam time during class time is a schedule period in which students are tested on their knowledge and achievements. It is vital that all students attend exam periods on time and come prepared. It is essential that all students are provided with a fair, quiet testing environment conducive for success. It is the policy of this instructor to **close the door at class time during exam day**. Students will not be allowed into class late, nor or their make-up exam opportunities. A student missing an exam, will earn the grade of Zero in the gradebook.

**Understand When You May Drop This Course**

It is the student's responsibility to understand when they need to consider withdrawing from a course, please consider talking with your instructor first. Refer to the South Plains College Website for dates and deadlines for registration.

**FALL 2018 : NOVEMBER 15 last day to drop a course.**

**Inform Your Instructor of Any Accommodations are Needed**

South Plains College is committed to equal educational opportunities for qualified students with disabilities in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The purpose of Disability Resource Program is to assist students with disabilities to realize their academic and personal potential. Students with disabilities needing accommodation are required to contact the Disability Services listed below. All requests for accommodations need appropriate advance notice by the student to avoid a delay in services. Please discuss approved accommodations with faculty and the disability services.

**South Plains College 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) 806-7162577,  
Reese Center (Building 8) 806-716-4675, or  
Plainview Center (Main Office) 806716-4302 or 806-296-9611.

**DIVERSITY STATEMENT\***

In this class, the teacher will establish and support an environment that values, 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).

**Commit to Integrity**

As a student in this course (and at this college) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom. If a student disrupts class or the learning atmosphere for other students, that student will be asked to leave by the instructor, and dropped from the course.

**Scans Competencies:**

SCANS competencies incorporated within the structure and content of this class include: C1,C3,C5,C6,C7,C8,C15,C16,C17,C18,C19,C20 SCANS foundation skills incorporated within the scope of instruction and performance of this class include: F1,F2,F3,F4,F5,F6,F7,F8,F9,F10,F12,F13,F14,F15,F16,F17

**Academic Integrity Policy**

**Academic Integrity** It is the aim of 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 work, 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.

**The instructor reserves the right to administratively drop with an "F" any student whom is suspect of academic integrity violation.**

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

**My IT Lab has a strong academic integrity checking system and immediately notifies the instructor of any violation.**

**Instructor reserves the right to modify the syllabus, course schedule, Blackboard, My IT Lab at anytime during the semester . DLL 2018**



**BCIS 1305 FALL 2018 Course Schedule – subject to change by instructor: DLL**

| Weekly Calendar              | Weekly Start Dates                               | Weekly Due Dates                            |
|------------------------------|--|---|
| Start of Course              | Monday, August 27                                | Monday to Monday<br>*Except Holidays Noted* |
| Week One :     Module 1      | Monday, August 27                                | Tuesday, September 4                        |
| Holiday*                     | Monday, September 3                              | Day of No Classes                           |
| Week Two:     Module 2       | Tuesday, September 4                             | Monday, September 10                        |
| Week Three:   Module 3       | Monday, September 10                             | Monday, September 17                        |
| Week Four:    Module 4       | Monday, September 17                             | Monday, September 24                        |
| Week Five:     Module 5      | Monday, September 24                             | Monday, October 1                           |
| Week Six:      Module 6      | Monday, October 1                                | Monday, October 8                           |
| Week Seven:   Module 7       | Monday, October 8                                | Monday, October 15                          |
| Week Eight:   Module 8       | Monday, October 15                               | Monday, October 22                          |
| Week Nine:     Module 9      | Monday, October 22                               | Monday, October 29                          |
| Week Ten:      Module 10     | Monday, October 29                               | Monday, November 5                          |
| Week Eleven:   Module 11     | Monday, November 5                               | Monday, November 12                         |
| Week Twelve   Module 12      | Monday, November 12                              | Monday, November 26                         |
| Holiday(s)*                  | Wednesday , November 21<br>Thursday, November 22 | Friday, November 23<br>Day(s) of No Classes |
| Week Thirteen: Module 13     | Monday, November 26                              | Monday, December 3                          |
| Week Fourteen: Module 14     | Monday, December 3                               | Monday, December 10                         |
| Week Ten: <b>FINAL EXAMS</b> | Monday, December 10                              | Thursday, December 13                       |
| End of Course                |  | Thursday, December 13                       |

