

*BCIS 1305
*SOUTH PLAINS COLLEGE
* SPRING 2018

BUSINESS COMPUTER APPLICATIONS

TUESDAY, JANUARY 16, 2018 – THURSDAY, MAY 10, 2018

Part 1: Course Information

Course: BCIS 1305 (In class and Online Sections)

Section: 501 T TH 10:00 am – 12:40 pm Plainview Center

Section: 502 T TH 1:00 pm – 2:15 pm Plainview Center

Section: 155 Online in SPC Blackboard

Section: 161 Online in SPC Blackboard

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

Office: South Plains College
Lubbock Center Office Room 120C Friday
Plainview Center Room 121 Tuesday Thursday

Office Hours: Posted on Door

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

E-mail: *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 200 words and use a computer to create and save materials, then locate those materials!

Instructor Contact:

Dr. Daphne L. Lewis

Text/Call 806-438-8066

Email: dlewis@southplainscollege.edu

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

Textbook & Course Materials

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

- *My SPC Email will be used to communicate with students
- Check your My SPC Email before every class!
- *My SPC Blackboard – will house course instructions and grades

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 (DSL, LAN, or cable connection desirable)
- Access to My SPC and My SPC Blackboard
- **Daily class attendance with textbook, paper, pencils and eraser.**

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 My SPC Blackboard with helpful videos, links, grades and more. *

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

Online exams will be in Blackboard and My Labs.

Attendance

Attendance is vital for success. If a student misses three or more class dates, or four assignments 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 an 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, the 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.*

Attendance and class participation will count for 10% of student's grade.

Online Resources

My SPC Email and My SPC Blackboard

<http://southplainscollege.edu/>

My IT Lab - Link located in My SPC Blackboard

Part 2: Student Learning Outcomes

- Microsoft Office Professional 2016, or Microsoft Office 365
 - Powerpoint
 - Word
 - Excel
 - Access
- Essential Computer Concept Skills
- Microsoft Windows 10

Part 4: Grading Policy

Graded Course Activities

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

Visit the **Assignments** (Course Materials) link in Blackboard for details about each assignment listed.

Assessments will only be offered during class time, with no makeups. All assessment dates are listed on the course schedule. Assessments for online courses will be explained and access through 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 assignments. This math class is three college hours, and the rule for hours and homework is times 3. Therefore, expect to spend about 9 – 10 hours per week completing 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 MY 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 5800 gradebook points total.

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 and a total of 3200 gradebook points.

Attendance and Class Participation are worth a total of 120 gradebook points each.

Please note about Exam Time. Exams 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:

Assignment	Topic	Points Possible	Points Earned
Syllabus Quiz			50
PreTests	ECC, PPT, Word, Excel, Access	100 each	500
PostTests	ECC, PPT, Word, Excel, Access	200 each	1000
Simulated Trainings	PPT, Word, Excel, Access	100 each	1600
Grader/Capstone	PPT, Word, Excel, Access	100 each	1600
Homework/In Class Activities		150	150
Group Project		400	400
Final Exam (comprehensive)		200	200
Participation		300	300
TOTAL POINTS			5800

Letter Grade	Points	Percentage	Performance
A	5800-5220	90-100%	Excellent Work
B	5219-4640	80-89%	Very Good Work
C	4639- 4060	70-79%	Above Average Work
D	4059 – 3480	60-69%	Below Average Work
F	3479	0-59%	

Important note: For more information about grading, sign into My SPC and then Visit our Course in 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
Please do not post grading concerns inside our classroom discussion board.

*BCIS 1305

Part 5: Course Policies

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 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, [12th 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

Special Note about Attendance: Defining Absent, Tardy and Late for this course. (See below)

Attendance (Absent, Tardy, Late)

As your instructor, I have discovered that attendance at the beginning of the class session significantly affects success in this course, or any college course.

Because arriving to class on time is an important part of this college course, your Instructor will take attendance daily. Except for documented emergencies, you will lose a point off your class-participation grade for each absence. There are no make-up classes. You are required to come to class **on time**. If you are not present at the beginning of class or at the time attendance is called, you will be marked absent. **(Absent = Tardy = No Attendance and No Participation for the Day)**.

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

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

Build Rapport

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that they can help you find a solution.

Please do not wait! Reach out text or call **806-438-8066** and I can help. We can discuss a problem over the phone, in text with video chat or live online through your computer. So stay on top, stay ahead and ask questions when you need to!

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. 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 absence 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. Refer to the South Plains College Website for dates and deadlines for registration.

SPRING 2018 : April 26 last day to drop a spring 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.

Below please find the contacts for Student Disabilities Support.

Levelland	Reese
Linda Young	Dawn Valles
Disability Accommodations Specialist	Coordinator of Disability Services Reese
1401 S. College Ave.	819 Gilbert Drive
Levelland, TX 79336	Lubbock, TX 79416
Phone: 806-716-2577	Phone: 806-716-4675
Fax: 806-897-0371	
lyoung@southplainscollege.edu	dvalles@southplainscollege.edu

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. If the student is asked to leave a class, then that student must meet with the instructor to discuss the event. The student must do this prior to returning to the classroom.

Scans

Competencies: C1,C2,C3,C4,C5,C6,C7,C8,C9,C10,C11,C12,C13,C14,C15, C16,C17,C18,C19,C20 Foundation Skills:

F1,F2,F3,F4,F5,F6,F7,F8,F9,F10,F11,F12,F13,F14,F15,F16,F17

Explanations of the codes are posted in the Blackboard Classroom

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 Spring 2018 Course Schedule

SPC Spring Course Schedule 2018 Dates					
Module	Starting Day	Starting Date	Ending Day	Ending Date	Topic
1	Tuesday	1/16/2018	Tuesday	1/23/2018	Intro, Blackboard
2	Tuesday	1/23/2018	Tuesday	1/30/2018	My Labs/PreTests
PreTests Due	Tuesday	1/30/2018	Tuesday	2/6/2018	PreTest Due
3	Tuesday	2/6/2018	Tuesday	2/13/2018	ECC
4	Tuesday	2/13/2018	Tuesday	2/20/2018	ECC
5	Tuesday	2/20/2018	Tuesday	2/27/2018	PowerPoint
6	Tuesday	2/27/2018	Tuesday	3/6/2018	PowerPoint
7	Tuesday	3/6/3018	Tuesday	3/20/2018	Word
Holiday	Friday	3/9/2018	Sunday	3/18/2018	Holiday
8	Tuesday	3/20/2018	Tuesday	3/27/2018	Word
9	Tuesday	3/27/2018	Tuesday	4/3/2018	Excel
Holiday	Monday	4/2/2018	Monday	4/2/2018	Holiday
10	Tuesday	4/3/2018	Tuesday	4/10/2018	Excel
11	Tuesday	4/10/2018	Tuesday	4/17/2018	Access
12	Tuesday	4/17/2018	Tuesday	4/24/2018	Access
13	Tuesday	4/24/2018	Tuesday	5/1/2018	Group Project
	Tuesday	5/1/2018	Friday	5/4/2018	Group Project
FINALS	Monday	5/7/2018			
FINALS	Tuesday	5/8/2018	ONLINE FINALS	PROJECT DUE	May 8- 11:55 pm
FINALS	Wednesday	5/9/2018			
FINALS	Thursday	5/10/2018			
Graduation	Friday	5/11/2018	SPC	Levelland	
Online Exams will be due Tuesday, May 8 at 11:50 pm					