BCIS 1305 2A1

INSTRUCTOR CONTACT INFORMATION

Instructor:	Sharon Carson
Email:	sbcarson@lit.edu
Office Phone:	409-245-8715
Office Location:	TC 228
Office Hours:	Monday & Wednesday 8:30 a.m. – 12:30 p.m.; 1:50 p.m. – 3:00 p.m.
	Tuesday & Thursday 8:30 a.m. – 9:30 a.m. & 11:00 a.m. – 3:00 p.m.
	Friday 8:30 a.m. – 11:30 a.m.

CREDIT

3 Semester Credit Hours (3 hours lecture, 0 hours lab)

MODE OF INSTRUCTION

Online

PREREQUISITE/CO-REQUISITE:

There are no Prerequisite/Co-requisites for this course

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. *This course is time-bound, structured, and completed totally online*

COURSE OBJECTIVES

Upon completion of this course, the student will be able to

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.

REQUIRED TEXTBOOK AND MATERIALS

1. ***Microsoft Office 365 In Practice*** by Nordell, Stewart, Easton, Graves
   ISBN10: 1260079902 | ISBN13: 9781260079906
2. **Access to the Internet.**

<p style="color:red; text-align:center;">***The book is included with online purchase of access code.***</p>

ATTENDANCE POLICY
There is not an attendance policy. However, attendance is recorded in Starfish after each class meeting.

DROP POLICY
If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the Academic Calendar. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

STUDENT EXPECTED TIME REQUIREMENT
For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16- week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

COURSE CALENDAR

DUE DATE	TOPIC	LAST DAY TO ACCEPT LATE WORK on this Date
1/18	Windows	2/15
1/23	Tech @ Service Ch 1	2/15
1/25	Tech @ Service Ch 2	2/15
1/30	Tech @ Service Ch 3	2/15
2/1	Tech @ Service Ch 4	2/15
2/6	Tech @ Service Ch 5	2/15
2/8	Tech @ Service Ch 6	2/15
2/13	Word Ch 1	3/7
2/15	Word Ch 2	3/7
2/20	Word Ch 3	3/7
2/22	Word Ch 4	3/7
2/27	Word Ch 5	3/7
2/29	**Word Application Exam**	**3/7**
3/5	Excel Ch 1	4/2
3/7	Excel Ch 2	4/2
3/19	Excel Ch 3	4/2
3/21	Excel Ch 4	4/2
3/26	**Excel Application Exam**	**4/2**
3/28	PowerPoint Ch 1	4/18
4/2	PowerPoint Ch 2	4/18
4/4	PowerPoint Ch 3	4/18
4/9	PowerPoint Ch 4	4/18
4/11	**PowerPoint App Exam**	**4/18**

SPRING BREAK
MARCH 11-15

4/16	Access Ch 1	5/6
4/18	Access Ch 2	5/6
4/23	Access Ch 3	5/6
4/25	Access Ch 4	5/6
4/30	**Access Application Exam**	**5/6**

COURSE EVALUATION

Final grades will be calculated according to the following criteria:
- Daily work (24 Simbook assignments)   50%
- Chapter Test (22 Multiple Choice tests)   25%
- Application Exams (4 Simulation Exams)   25%

GRADING SCALE

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

LIT does not use +/- grading scales

ACADEMIC DISHONESTY

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at
http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty.

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-requirements. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

1. Students should log onto Blackboard and access this course at least 3 times a week to keep on track with assignments. And do the assignments by each due date. There are 4 daily assignments each day with an exam at the end of the application (Word, Excel, Access, PowerPoint)

2. Cheating of any kind will not be tolerated.

3. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.

4. Students should turn assignments in by the posted due date and time. **Late work is accepted until a week after the unit exam but not encouraged**. All assignments and tests will close one week after the unit is over by one week.

5. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.

6. Exams are timed.

7. Grades will be posted under the Grades icon on the class gradebook.

8. If you need to contact the instructor, you can use the e-mail link in Blackboard, or my LIT e-mail at **sbcarson@lit.edu**. Your e-mail will be answered within 24 hours Monday – Thursday and within 72 hours Friday - Sunday.

9. All assignments will be completed using the link in Blackboard. Assignment may NOT be submitted via email. All due dates will be posted in Blackboard.

10. The access code is mandatory. A student not acquiring these mandatory materials will not be able to PASS this course because 100 % of the material MUST be completed through the McGraw-Hill Simbook.