BCIS 1305 3A1

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.

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 am - 12:15 pm, Friday: 8:30 am – 11:30 am
	Tuesday & Thursday: 11:00 am – 2:30 pm

REQUIRED TEXTBOOK AND MATERIALS

1. *Microsoft Office 365 In Practice* by Nordell, Stewart, Easton, Graves
   ISBN10: 1260079902 | ISBN13: 9781260079906 (NOW AUTOMATICALLY PROVIDED WITH LOGIN)
2. **Access to the Internet.**

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

ATTENDANCE POLICY
There is not an attendance policy. However, Starfish will contact you do not log in once a week.

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 completing the assignments 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
1/24	Windows	2/14
1/24	Tech @ Service Ch 1	2/14
1/24	Tech @ Service Ch 2	2/14
1/31	Tech @ Service Ch 3	2/14
1/31	Tech @ Service Ch 4	2/14
2/7	Tech @ Service Ch 5	2/14
2/7	**Tech @ Service Ch 6**	**2/14**
2/14	Word Ch 1	2/28
2/14	Word Ch 2	2/28
2/14	Word Ch 3	2/28
2/21	Word Ch 4	2/28
2/21	Word Ch 5	2/28
2/21	**Word Application Exam**	**2/28**
2/28	Excel Ch 1	3/28
2/28	Excel Ch 2	3/28
3/7	Excel Ch 3	3/28
3/7	Excel Ch 4	3/28
3/21	**Excel Application Exam**	**3/28**
3/28	PowerPoint Ch 1	4/18
3/28	PowerPoint Ch 2	4/18
4/4	PowerPoint Ch 3	4/18
4/4	PowerPoint Ch 4	4/18
4/11	**PowerPoint App Exam**	**4/18**

Spring Break

March 10-14

Good Friday

April 18

4/25	Access Ch 1	5/12
4/25	Access Ch 2	5/12
5/2	Access Ch 3	5/12
5/2	Access Ch 4	5/12
5/9	**Access Application Exam**	**5/12**

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- Daily work (24 Simbook assignments)   50%
- Chapter Test (16 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.

AI STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into the classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

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 so it does not become overwhelming to catch up.

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 ONE WEEK AFTER THE LAST UNIT ASSIGNMENT, but not encouraged**. The due dates are to keep you on track to a successful finish.

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

6. Exams are timed. Major Unit Exams are not timed.

7. Grades will be posted under the Grades icon on the class gradebook. All grades are automatically graded and posted. **If you see a missing grade, please email me to call it to my attention so I can correct it after the initial 24 hours of completing the assignment.**

8. If you need to contact the instructor, my LIT e-mail is sbcarson@lit.edu. Your e-mail will be answered within 24 hours Monday – Thursday and within 72 hours Friday - Sunday. Be sure to include specific details and your section number, which chapter, assignment, and question you are working on. It is always extra helpful if you can include screenshots so I can see what you are referring to.

9. All assignments will be completed using the link in Blackboard. Assignment CANNOT be submitted via email. All due dates will be posted in Blackboard with each assignment.

10. ABSOLUTELY NO ASSIGNMENTS, EXAMS, PROJECTS OR TESTS WILL BE REOPENED. I strongly encourage you to complete all work well in advance of the Due Date so you don't miss anything. The entire course is available from day 1 for you to work as fast as you can. Once all the work is completed, you are through with the class.

11. It is not my practice to give Incompletes, except for extreme circumstances and you have successfully completed at least 90% of the course. Please see the chart below for important drop/withdrawal dates for this semester. This class is a Full-Term class.

IMPORTANT DATES TO KNOW (copied from Academic Calendar on the LIT webpage to be specific for this semester)

Lamar Institute of Technology	Spring 2025
Faculty Return	January 13
First Day for Intent to Graduate	January 21
First Day to Apply for Graduation	March 24
Last Day to Apply for Graduation	April 4
Commencement/Graduation	May 15
Convocation (Limited Services Available)	·
Full Term	
Registration Begins	November 7
Online Registration Ends	January 17
First class day	January 21
Late Registration Ends	January 24
Last day for students for drop with refund/Census Day	February 5
Last day to pay tuition to avoid drop for non-payment	February 17
Last day to drop WITHOUT academic penalty	February 21
Last day to drop WITH academic penalty	April 9
Last class day	May 9
Final exams	May 10-14
Final Grades Due by Noon	May 15
1st 8-Week	
Registration Begins	November 7
Online Registration Ends	January 17
First class day	January 21
Late Registration Ends	January 24
Last day for students for drop with refund/Census Day	January 28
Last day to pay tuition to avoid drop for non-payment	January 28
Last day to drop WITHOUT academic penalty	February 4
Last day to drop WITH academic penalty	February 21
Last class day	March 21
Final Grades Due by Noon	March 24
Late Start	
Registration Begins	November 7
Online Registration Ends	February 14
First class day	February 17
Late Registration Ends	February 21
Last day for students for drop with refund/Census Day	February 27
Last day to pay tuition to avoid drop for non-payment	February 27
Last day to drop WITHOUT academic penalty	March 5
Last day to drop WITH academic penalty	April 10
Last class day	May 9
Final Grades Due by Noon	May 15
2nd 8-Week	
Registration Begins	November 7
Online Registration Ends	March 21
First class day	March 24
Late Registration Ends	March 28
Last day for students for drop with refund/Census Day	March 31
Last day to pay tuition to avoid drop for non-payment	March 31
Last day to drop WITHOUT academic penalty	April 9
Last day to drop WITH academic penalty	April 25
Last class day	May 9
Final Grades Due by Noon	May 15
Holidays No Classes - Campus Closed	
Martin Luther King Day (January 20)	
Spring Break (March 10 - 14)*	
Energy Conservation Day (March 12)	
Administrative Agency Holiday (March 13)	
Spring Break Day (March 14)	
Good Friday (April 18)*	
*Staff On Campus	

s our term. Take notice of these important dates.

me know if you have any questions about what this means.