# BCIS 1305 3A1

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

## MODE OF INSTRUCTION
Face-to-Face

## 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 (Preferred communication method)**
Office Phone:      409-245-8715
Office Location:   TC 228
Office Hours:      Monday, Wednesday 8:00 am – Noon
                   Tuesday, Thursday 8:00 am – 2:00 pm
                   Friday 8:00 am – 9:30 am

## 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.**

### *The e-book is included with online purchase of access code.*

## PARTICIPATION POLICY

**There is an expected participation on your part to be in this <u>online</u> course.**
In practical terms, that means:

- Logging in regularly (daily or several times a week).
- Understanding course instructions
- Reading course materials
- Reading ALL announcements. It is how the instructor communicates with you.
- Submitting assignments and quizzes on time.

Blackboard can log things like:
- **Time spent** in the course.
- **Number of clicks** or page views.
- **Assignment submissions**.

## 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 <u>Academic Calendar</u>. If you stop completing the assignments and fail to drop the course, you will earn an "F" in the course.
**February 4** – Last day to drop and receive a refund
**February 20** – Last day to drop <u>without</u> academic penalty (will receive a "Q")
**April 13** - Last day to drop <u>with</u> academic penalty (this means you could receive a "Q" or "F") or withdraw.

## 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. In the May Mini, you will spend your entire waking hours working and studying for this course. (LOL. Just wanted to see if you are reading this syllabus)

## COURSE CALENDAR

| DUE DATE | TOPIC | LAST DAY TO ACCEPT LATE WORK on this Date |
|---|---|---|
| 1/29/26 | Windows | 2/26/26 |
| 1/29/26 | Tech @ Service Ch 1 | 2/26/26 |
| 2/5/26 | Tech @ Service Ch 2 | 2/26/26 |
| 2/5/26 | Tech @ Service Ch 3 | 2/26/26 |
| 2/12/26 | Tech @ Service Ch 4 | 2/26/26 |
| 2/12/26 | Tech @ Service Ch 5 | 2/26/26 |
| **2/19/26** | **Tech @ Service Ch 6** | **2/26/26** |

**Do your best to keep up with the DUE DATES.**

**The assignments stay open till the END DATE.**

| | | |
|---|---|---|
| 2/19/26 | Word Ch 1 | 3/19/26 |
| 2/26/26 | Word Ch 2 | 3/19/26 |
| 2/26/26 | Word Ch 3 | 3/19/26 |
| 3/5/26 | Word Ch 4 | 3/19/26 |
| 3/5/26 | Word Ch 5 | 3/19/26 |
| **3/5/26** | **Word Application Exam** | **3/19/26** |
| 3/19/26 | Excel Ch 1 | 4/2/26 |
| 3/19/26 | Excel Ch 2 | 4/2/26 |
| 3/26/26 | Excel Ch 3 | 4/2/26 |
| 3/26/26 | Excel Ch 4 | 4/2/26 |
| **3/26/26** | **Excel Application Exam** | **4/2/26** |
| 4/2/26 | PowerPoint Ch 1 | 4/23/26 |
| 4/2/26 | PowerPoint Ch 2 | 4/23/26 |
| 4/9/26 | PowerPoint Ch 3 | 4/23/26 |
| 4/9/26 | PowerPoint Ch 4 | 4/23/26 |
| **4/16/26** | **PowerPoint App Exam** | **4/23/26** |
| 4/23/26 | Access Ch 1 | 5/11/26 |
| 4/23/26 | Access Ch 2 | 5/11/26 |
| 4/30/26 | Access Ch 3 | 5/11/26 |
| 4/30/26 | Access Ch 4 | 5/11/26 |
| **5/7/26** | **Access Application Exam** | **5/11/26** |

~~**SPRING BREAK**~~

MARCH 9-13

~~**GOOD FRIDAY**~~

APRIL 3

## COURSE EVALUATION

Final grades will be calculated according to the following criteria:
- Daily Assignments (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

For the latest technical requirements, including hardware, compatible browsers, operating systems, etc., review the Minimum Computer and Equipment Requirements on the LIT Online Experience page.  A functional broadband internet connection, such as DSL, cable, or Wi-Fi 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 every day for to keep on track with assignments. And do the assignments by each due date so it does not become overwhelming to catch up. This is an automatically graded course, so grades appear instantly in Simnet. Once a due date is passed a zero will be automatically assigned in Blackboard. However, those can be changed once you do the assignment by the END DATE.

2.  You are responsible for your Wi-Fi and appropriate **computer** to complete this course. **Not a course to be completed on your phone.**

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 the END DATE for each unit, but not encouraged**. End Dates are posted above in the Course Calendar, in each folder description on Blackboard, and on each assignment in Simnet. The due dates are to keep you on track to a successful finish. The END DATES **close** the assignment.

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 completing course work and fail to drop the course, you will earn an 'F' in the course.

6.  Chapter tests are timed for 60 minutes with 25 chances to complete. Major Unit Exams are not timed and have 5 chances to complete.

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. Specifically state the grade in question.**

8.  If you need to contact the instructor, my LIT e-mail is **sbcarson@lit.edu**. Your e-mail will be answered within 48 hours Monday – Thursday and within 72 hours Friday - Sunday. Be sure to include specific details, 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. Assignments CANNOT be submitted via email. All due dates will be posted in Blackboard with each assignment.

10. ABSOLUTELY NO ASSIGNMENTS, EXAMS, 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. Please email me to let me know you have completed the course early.

11. It is not my practice to give Incompletes, except for extreme circumstances and you must have successfully completed at least 90% of the course. Only assignments in the final unit will be re-opened if an incomplete is granted.

12. **EXTRA CREDIT opportunity** – There is a chapter in the Simbook style of assignment that requires using a 14-day free trial. This assignment can replace **one** of your Assignment grades (a Simbook assignment). It is very informative since AI is all around us. **It is an optional assignment.**