



**SCOTTSDALE
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE



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Course Information

Semester & Year:	Fall 2022
Course Title:	Computer Usage and Applications
Course Prefix & Number:	BPC110
Section Number:	38797
Credit Hours:	3.0
Start Date:	09.06.2022
End Date:	12.16.2022

Course Format

The course format for this course is **online on your time**.

Instructor Information

Instructor:	Sara Beakley-Mercill
Email:	sara.beakley@scottsdalecc.edu
Phone:	480.425.6737
Virtual Office Location:	Big Blue Button https://cislabscottsdalecc.edu/b/sar-cyx-iwu-ouz
Physical Office Location:	CM416

Office Hours:

- Monday & Wednesday 1:30 pm – 2:30 pm
- Tuesday & Thursday 10:30 am – 11:30 am
- Friday 10:00 am – 11:00 am

All office hours will have my virtual space open. Monday - Thursday office hours are in person and virtual. Friday office hours are virtual.

Virtual Tutoring Lab:

CIS Tutoring Lab

<https://cislab.scottsdalecc.edu/b/cis-yeu-wiz-zzv>

Physical Tutoring Location:

CM446

Sara's Tutoring Hours:

- Wednesday 12:00 pm – 1:30 pm
- Thursday 12:00 pm – 1:30 pm

Course Description

Introduction to business and personal computer operations and usage. Software applications for analyzing and solving business problems including word processing, spreadsheet, database, and presentation graphics.

Prerequisites

None

Course Competencies

- Describe the components and operations of a computer system.
- Analyze and explain social and ethical issues related to computer technology.
- Use operating system commands to facilitate and implement information management.
- Define the functions of word processing programs as used in business.
- Analyze and apply word processing program features to create, edit, manipulate, format, print, and store common business documents.
- Define the functions of spreadsheet programs as used in business.
- Construct, test, implement, and analyze spreadsheets that solve financial, mathematical, and statistical problems in business.

- Create and edit charts and graphs to interpret spreadsheet data.
- Define the functions of database programs as used in business.
- Analyze, design, and create a database to extract, sort, calculate, and report business data.
- Define functions of presentation graphics programs as used in business.
- Design, create, and execute an artistic presentation to include graphics and animation.
- Use the Internet as a source of information for computer- and software-related topics.

Texts and Course Materials

MindTap for Illustrated Series® Collection, Microsoft® 365® & Office® 2021

ISBN: 9780357674826

Authors: David Beskeen, Carol Cram, Jennifer Duffy, Lisa Friedrichsen

Publisher: Cengage (Links to an external site.)



Required Technologies

- Microsoft Office 365 2021
 - Students can download a free version from My Maricopa: <https://my.maricopa.edu/help/microsoft-365>
- Windows 10 or Windows 11
- Google Chrome
- Mindtap
- Canvas

Course Technologies

View the [Accessibility Statements & Privacy Policies](#) of technologies used in this course.

Maricopa Systems

This course uses key Maricopa systems for course management and communication.

- Canvas Learning Management System
- Student Maricopa Gmail Account

Synchronous Communication Tools

This course implements the use of web conferencing and/or other synchronous course tools.

- Big Blue Button

Streaming Media/Audio/Video Tools

This course uses webcasting, lecture capture systems, YouTube, and/or other streaming media services.

- YouTube

Student Assignment Tools

This course requires students to participate in or submit assignments using desktop or cloud-based applications.

- Microsoft Office 365

Exam Proctoring Tool

Respondus LockDown Browser

Respondus LockDown Browser secures online exams by locking down the testing environment within Canvas. LockDown Browser prevents access to other applications, and many common functions on a computer while an assessment is active. Some of the exams in this course require the use of this software. A LockDown Browser download link will be provided within the Canvas course. For further information, see the [Student Resources](#) page provided. For your reference, read the [System Requirements for LockDown Browser](#) and [LockDown Browser Terms of Use](#).

SCC Service-Learning General Statement

Service-Learning at Scottsdale Community College combines meaningful service within our community and academic instruction within our classrooms to develop more socially aware, civically responsible, and globally engaged student citizens. As a partnership between our college and our diverse communities, Service-Learning brings benefits to student learning, faculty teaching and research, and community need.

Service-Learning is unique from volunteerism and internships. Volunteering does not necessarily connect with classroom instruction; an emphasis is placed upon the service performed to assist the community recipient. And internships may not involve service at

all; a focus is placed upon the knowledge and/or vocational skills obtained to support the student. Rather, Service-Learning equally benefits the community recipient and the student provider by placing balanced importance upon the service provided and the learning achieved.

BPC110 Service-Learning Requirements

This course has an optional Service-Learning component. Students may attend one or more of the Artie Has Heart Service-Learning events and then complete a project based on this experience. The PowerPoint Capstone project (5% of your total grade) will be the assignment that uses Service-Learning. Students who are unable to attend this event will be given an alternate research-based assignment for their PowerPoint Capstone project.

Course Policies

The following are policies specific to this course. Students are also responsible for the college policies included on the [Student Regulations](#) page of the Maricopa Community College District website.

Late Work Policy

Assignments are due by 11:59 pm on the assigned due date in Canvas. Late assignments will be accepted **within 48 hours of the original deadline**. A 10% deduction in points will be applied per day for a total of two (2) days (maximum 20% deduction) to assignments submitted late. Assignments submitted more than 48 hours late will receive a score of zero (0). **The following assignments will not be accepted late:**

- Extra credit assignments
- MS Word Capstone Project
- MS Excel Capstone Project
- MS Access Capstone Project
- MS PowerPoint Capstone Project
- Discussion Questions (applies to online sections of the course)

Discussion Questions

Discussion question topics will focus on metacognition (reflection on a microscale) as it relates to your learning experience in this course. These activities are designed to get you to think about how you learn. Through these exercises you will learn what processes and methods work, and do not work, for you as a student. There are no “right or wrong” answers to these discussion questions. I am only seeking your reflective thoughts and ask that you contribute in a public forum.

Participation

Active participation by all students in online and hybrid courses provides an opportunity to learn from each other, to network with each other, and to gain support (help beyond what the instructor can provide). Connections with your peers will help you to be more successful in an online environment. You will have the opportunity to share your experiences with others and to learn from and about others in a virtual environment. For these reasons, participation is expected in this course and will affect your final grade.

Adhere to the following list of best practices for active participation to earn maximum points:

- Participation is defined as contributing at least three (3) substantive messages
 - One (1) initial posting to the original question
 - Two (2) reply postings to peers
- Respond to other student questions or comments. Responses to the instructor only will not result in participation points.
- Spell and grammar check postings to avoid a loss in points.
- Students who post only on the due date (one day only for all three required postings) will lose participation points.
- **Read the discussion boards daily.** Checking the boards daily will help to generate dialog over the course of a week so that you can reflect and participate substantially.

Academic Conduct

In addition to the general college Academic Honesty policy stated in the Canvas course under the Course and College Policies section, the following additional policies apply to this course:

The highest standards of academic integrity are expected of all students. The failure of any student to meet these standards may result in suspension or expulsion from the College or other sanctions as specified in the Scottsdale Community College Academic Integrity Policy. Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering, plagiarism or facilitating such activities. Specific examples of academic misconduct relating to this course include:

- Copying another student's work and turning it in as one's own.
- Submitting another student's file as your own.
- Working jointly on an assignment, with each student turning in a copy of the joint product, creating the impression that each student completed the work independently.

Each student must complete his/her own work on his/her own computer with his/her own data files. If you are caught turning in another student's work, **both students will receive a zero and may be withdrawn for academic misconduct from the class with a grade of 'Y'. Cheating on an exam will result in immediate withdrawal for academic misconduct from the course with a grade of 'Y'.**

Grading Standards & Practices

Changes, additions or deletions of assignments are at the discretion of the instructor. Grading will be based on the following scale:

Grade	% Range
A	100 % - 90%
B	89% - 80%
C	79% - 70%
D	69% - 60%
F	59% or less

Final Grade Calculation – Grade Weighting

Although the total amount of points earned in the class may vary, your final grade will be weighted as follows:

Requirement	% Weight of Final Grade
Homework and Attendance	60%
Module 2 Capstone Project (MS Word)	5%
Module 3 Capstone Project (MS Excel)	5%
Module 4 Capstone Project (MS Access)	5%
Module 5 Capstone Project (MS PowerPoint)	5%
Cumulative Final Exam	20%
Total	100%

Students cannot earn more than 100% in this class as a final grade.

CIS Tutoring Lab

We urge CIS students to utilize the **CIS Tutoring Lab**. This lab is used for hands-on classwork and is staffed with CIS instructors. Any SCC student currently enrolled in a CIS course may use this lab. A detailed lab schedule with instructor-assigned times and locations is posted in your Canvas course.

For **Fall 2022**, the CIS Tutoring Lab will host both in-person and virtual tutoring hours. Please check the current schedule for times and locations.

Response Time

Students can expect a response time of **24 to 48 hours** for the instructor to respond to messages sent via the Canvas Learning Management System or email. Students can expect assignments to be graded within **7 days** of the assignment's due date.

Attendance Policy

Weekly participation is required in this course. Students are expected to log into the Canvas classroom regularly and participate per assignment instructions. Students who do not participate regularly will be subject to the course withdrawal policy.

Because you have chosen to “attend” this course in an **online** environment, you must be motivated, self-disciplined, and eager to participate. To realize the full benefits of this course, you should adhere to the deadline schedule for course assignments.

Withdrawal Policy

In addition to the general college Withdraw policy, the following additional withdrawal policies apply to this course:

- Students must participate in this online course within the **first three (3) days** of the start date, or they will be withdrawn.
- Students who do not participate for **two (2) weeks consecutively or for one (1) week consecutively during an 8-week course** will be withdrawn for attendance. Participation is defined as follows:
 - Submitting homework on or before due dates
 - Participating in discussions/critiques over the course of a due date
 - Completing exams/quizzes on or before due dates
 - Just logging into the Canvas course does **NOT** count as participation
- Students who do not have copies of the required materials (access to Mindtap) by the **third (3rd) class meeting** will be withdrawn.
- Failure to complete the **BPC110 Acknowledgement Form with 100% mastery** within the required timeframe.

The official date to request a withdrawal from your instructor in this course is:

Friday, December 2nd, 2022.

Instructional Contact Hours (Seat Time)

This is a three (3) credit-hour course. Plan to spend at least three hours on course content or seat time (direct instruction) and six hours on homework weekly. Accelerated courses will require additional time per week.

Learning Tools and Your Privacy and Security

SCC utilizes a variety of software applications and web-based tools operated by third party vendors to support student learning. To allow student access to the application, site or tool, certain identifiable information may be required to establish a user name or password, and submit work and/or download information from these tools. Inherent with all internet-based tools, there is a risk that individuals assume when electing to use these tools, as they may place information at risk of disclosure.

To use learning tools responsibly, please observe all laws and the Maricopa Community College District [Student Conduct Code](#), such as copyright infringement, plagiarism, harassment or interference with the underlying technical code of the software. As a student using a learning tool, you have certain rights. Any original work that you produce belongs to you as a matter of copyright law. You also have a right to the privacy of your educational records. Your contributions to learning tools constitute an educational record. By using the tool, and not taking other options available to you in this course equivalent to this assignment that would not be posted publicly on the internet, you consent to the collaborative use of this material as well as to the disclosure of it in this course and potentially for the use of future courses.

Students are responsible for the information contained in this syllabus, the Syllabus page in your Canvas course and the **College Policies & Student Services** page found in the First Steps module of your Canvas course. Students will be notified by the instructor of any changes in course requirements or policies.