Course Information

Semester & Year:	**Spring 2025**
Course Title:	Computer Usage and Applications
Course Prefix & Number:	BPC110
Section Number:	**29086**
Credit Hours:	3.0
Start Date:	01.28.2025
End Date:	05.09.2025
Room Number:	**CM445**
Meeting Days:	**Tuesdays & Thursdays**
Meeting Times:	**10:30 am to 11:55 am**

Course Format

The course format for this course is **in-person & web-enhanced.**

Instructor Information

Instructor:	Sara Beakley-Mercill
Email:	sara.beakley@scottsdalecc.edu
Phone:	480.425.6737
Virtual Office Location:	**Big Blue Button** (https://cislab.scottsdalecc.edu/rooms/p4c-cv3-aga-gje/join)
Physical Office Location:	**CM416**

Office Hours:

- Monday 2:00 pm to 4:00 pm (in person and virtual)
- Wednesdays & Thursdays 1:00 pm to 2:00 pm (in person and virtual)
- Friday 9:00 am to 10:00 am (virtual only)

Virtual Study Lab: **CIS Study Lab** (https://cislab.scottsdalecc.edu/rooms/aai-rj7-iqz-50b/join)

Physical Study Lab Location: **CM446**

Sara's Study Lab Hours

- Monday & Tuesdays 1:00 pm to 2:00 pm

Virtual Study Lab: **CIS Study Lab** (https://cislab.scottsdalecc.edu/rooms/hxc-ynz-ugb-v2m/join)

Physical Study Lab Location: **CM446**

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: 9780357674833
Authors: David Beskeen, Carol Cram, Jennifer Duffy, Lisa Friedrichsen
Publisher: [Cengage](#)

Required Technologies

- Microsoft Office 365 2021
  - Students can download a free version from My Maricopa: https://www.maricopa.edu/students/technical-support/microsoft-365
  - **Students may NOT use the cloud-based versions of this software.** They must use the installed version of the application on their physical computer (at school or at home).
- 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
- MindTap

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](#).

Please note that Respondus LockDown Browser with Monitor requires a room scan prior to all testing sessions.

Classroom Conduct

The goal in our classroom is to have a conducive learning environment for ALL students. Begin by **carefully reviewing the College Policies in your First Steps Module of our Canvas Course**. Specifically, the following student expectations from the Code of Civility section are critical to your success in this course.

- Treat everyone with respect including your instructor, classmates, and any guest speakers.
- Arrive on time and if arriving late, please minimize any disruptions to the lecture/class in progress.
- Use technology responsibly this includes setting your phone to vibrate/silence mode and only working on classroom-related activities when using the computer/laptop/device in class.
- Be prepared for class sessions.
- Participate in class activities.
- Follow instructions and complete assignments.
- Keep up with and turn in assignments by due dates.
- Put forth your best efforts.
- Consider exchanging contact information with two classmates to keep current.
- Ask questions when you don't understand.
- Maintain knowledge of your grade status.
- Contact your instructor immediately about concerns or situations that may interfere with your success in class.

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 a Service-Learning component.

Students in BPC110 will participate the following service-learning experience during the class. Participation in these experiences will help students apply their skills with the technologies they are learning to real-world projects.

Experience #1: Artie Has Heart (AHH) PowerPoint Project

BPC110 students will attend one or more of the Artie Has Heart (AHH) SCC Service-Learning events and then complete a project based on this experience. The *PowerPoint Exam [Applied Project]* (5% of your total grade) will be the assignment that uses service learning. Students who are unable to attend these events will be given an alternate research-based assignment for their PowerPoint Capstone project.

A variety of AHH experiences will be open to students during the semester. Some experiences are in person at SCC, some are off campus at community partners' locations, and some are virtual. For experiences that are off campus, students should expect to provide their own transportation. If SCC offers transportation, it is on a first-come, first-served basis and is not offered for all experiences.

Students will be able to sign up for one or more experiences through a separate Service-Learning Canvas course that will be made available at the beginning of the semester.

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)

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 polices 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'.**

Statement Regarding Generative Artificial Intelligence (AI)

The World Economic Forum defines generative AI as "a category of artificial intelligence (AI) algorithms that generate new outputs based on the data they have been trained on. Unlike traditional AI systems that are designed to recognize patterns and make predictions, generative AI creates new content in the form of images, text, audio, and more."

Some examples of generative AI tools include but are not limited to: ChatGPT, Google Bard, Microsoft Copilot, Stable Diffusion, GrammarlyGo, and Adobe Firefly.

No Generative Artificial Intelligence (AI) Allowed

In this class, all work submitted must be your own. The use of generative AI tools will be considered academic misconduct (see Administrative Regulation 2.3.11 1.B(b)) and will be treated as such. If you are unsure if the tool or website you are using is a generative AI tool, please contact the instructor for further clarification before using the tool or website.

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 Exam [Applied Project] (MS Word)	5%
Module 3 Exam [Applied Project] (MS Excel)	5%
Module 4 Exam [Applied Project] (MS Access)	5%
Module 5 Exam [Applied Project] (MS PowerPoint)	5%
Cumulative Final Exam	20%
Total	**100%**

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

CIS Study Lab

We urge CIS students to utilize the **CIS Study 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.

We urge CIS students to utilize the CIS Study Lab located in CM446. This lab is used for hands-on classwork and is staffed with CIS instructors

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

Participation and attendance in this course are required and will affect your grade. **Attendance is taken daily**. Attendance will usually be taken through the student completing a short quiz or project given in class. **These assignments are only accessible during class meeting times and cannot be made up.** Attendance points earned are part of the homework grade of this class.

Withdrawal Policy

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

- After **five (5) absences**, excused or unexcused, you will be withdrawn from the class. Religious holidays and athletic events (with documentation) will be taken into consideration. Extreme personal or medical crises will be evaluated on a case-by-case basis and written proof is required.
- Students who do not have **copies of the required materials** (book and access to MindTap) by the third (3rd) class meeting will be withdrawn.
- Students who do not complete the **Policy Acknowledgement Quiz** by the due date will be withdrawn.
- If you start the class and then decide it is not what you expected, you must do one of the following:
  - Go to campus and drop the course if it is still in the drop/add period
  - Go to campus and withdraw from the course
  - Email me and request a withdrawal

The official date to request a withdrawal from your instructor in this course is: **Friday, April 25th, 2025.**

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.