

**BALL STATE UNIVERSITY  
SCHOOL OF KINESIOLOGY**

**SPTA 195  
COMPUTER AND TECHNOLOGY APPLICATIONS FOR SPORT ADMINISTRATION**

**Spring 2026  
Online**

**INSTRUCTOR INFORMATION**

**INSTRUCTOR:** Dr. Mike Dalgety  
**OFFICE:** HP 320  
**OFFICE HOURS:** By Appointment  
**PHONE NUMBER:** (765) 285-5172  
**E-MAIL:** [mfdalgety@bsu.edu](mailto:mfdalgety@bsu.edu)

**SCHOOL OF KINESIOLOGY PROFESSIONAL MEDIA:**

**FACEBOOK:** <https://www.facebook.com/BSUKINESIOLOGY>

**X:** <https://x.com/BSUKinesiology>

**COURSE DESCRIPTION:**

An introductory course in computer technology focused upon application software use in word processing, desktop publishing, presentation graphics, spreadsheets, basic database management, and website design. Also includes an emphasis on the basics of operating systems, social media, and special technological applications unique to sport administration. Not open to students who have credit in ISOM 125 or CS 104. Open only to sport administration majors.

**COURSE OBJECTIVES:**

Upon completion of this course, students will be able to:

1. Understand key terminology/vocabulary associated with hardware, software, and the internet.
2. Gain/improve understanding and skills associated with Microsoft Office products (i.e., Outlook, Word, Excel, and PowerPoint) and their relationship to sport-specific concepts.
3. Understand the internet and basic resources found on the internet including, but not limited to, cloud computing, social media, Prezi, and sport-specific sites.
4. Demonstrate the ability to effectively create and manage a website.

**COURSE MATERIALS:**

**TEXTBOOK:** No specific text is required, but you will need frequent and reliable access to a computer and a high-speed internet connection. You will also need to have access to Microsoft Office products (Outlook, Word, Excel, PowerPoint). Most instructional material will be found online through links on our Canvas site.

**CANVAS:** Students must have a BSU network account (BSU ID and password) for use with email and Canvas. Readings, videos, and other sources may be posted on Canvas.

**CLASSROOM ENVIRONMENT:**

Please become familiar with the class interface before the semester begins, and seek help if necessary. BSU provides resources to help you. A lack of Canvas knowledge, or faulty technology, is NOT an acceptable excuse for late or incomplete work.

If you have technical questions, you can contact Ball State's HelpDesk. In addition, the HelpDesk staff has put together many how-to video clips in its Tech Clips section that can guide you through many of the most common questions. The HelpDesk can be contacted at: 1-866-771-3276 or email [helpdesk@bsu.edu](mailto:helpdesk@bsu.edu).

**STUDENT EXPECTATIONS:**

This course is partially designed to assess your practical and professional skills. To help you develop these acquired skills, a professional code of conduct is a component of this course.

When participating in class activities via discussion forums, chat, or any other electronic form of communication, all participants are expected to exhibit appropriate behavior. This behavior may be termed as "netiquette." All communications are to be civil, courteous and constructive. Ranting, venting, flaming, derogatory, or inappropriate comments will not be tolerated.

Your relationship with your instructor, whether in person or electronically, should be academically professional and respectful. In this course, the appropriate way to address your instructor is by the introductory title (e.g., Dr., Professor, etc.). Phrases or words such as, first names, hey, you, etc., do not show appropriate academic respect. In addition, you are expected to use proper grammar, complete sentence constructions, and appropriate language. You are in training for a professional environment; please communicate professionally.

Based on your instructor’s discretion, points can be deducted from your final grade for code of conduct violations.

**ATTENDANCE POLICY:**

Your regular attendance is important to your academic success. In online courses, this takes the form of participation in discussion via forums, chat, and other electronic means provided. It is up to each student to log into Canvas weekly for assignments. Each week’s assignment(s) must be completed by the due dates listed for full credit. As this is an online course, **it is up to each student to stay on track and not fall behind**. You must be self-motivated and disciplined to meet all due dates. Developing a routine is essential.

It is expected that all assignments will be submitted by the published deadlines.

Make-up work is available only for valid and **documented** reasons due to family emergencies, a school-related function, or serious illness. If you must miss a due date/time for any of these reasons, you must notify the instructor ASAP. The instructor reserves the right to deny any make-up work request if the student cannot produce valid documentation requested by the instructor.

**GRADING:**

Evaluation of student performance will be based on completion of projects, quizzes, and written assignments. Each week will contain one or more assignments.

The following grading scale will be used:

93-100	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	59 or lower	F

Standard mathematical rounding to the nearest percent will be made (e.g., 82.4% will round to 82% [B-], and 82.5% will round to 83% [B])

**ASSIGNMENTS:**

Students will complete many assignments during the semester. Assignments must be completed/submitted by the published deadline in order to receive full credit. Assignments submitted up to 24 hours late will be accepted for a maximum of half credit. No credit will be awarded for assignments submitted more than 24 hours late. No extensions or make-up assignments will be allowed unless a documented emergency or extenuating circumstance arises that prevents a student from completing an assignment as scheduled. Following is a list of assignments and activities that will be evaluated as part of the final course grade.

<u>Assignments/Activities</u>	<u>Points</u>
Introductory Discussion Post	10
Email Assignment	10
Terminology Quiz	50
Excel Assignment	50
Excel PDF Conversion	10
Excel Discussion Post	10
Resume Assignment	25
Sport Background Assignment	25
Word PDF Conversions	10
Canva Poster Assignment	25
Canva Card Assignment	25
Canva Instagram Assignment	25
Canva Infographic Assignment	25
X Assignment	50
Cloud Computing Assignment	40
Facebook Usage Assignment	10
Facebook Sport Page Assignment	30
Prezi Assignment	50
PowerPoint Assignment	50
Website/Blog and Paper	75
Artificial Intelligence Assignment	50
Zoom Assignment	50
Mobile Apps Assignment	50
LinkedIn Assignment	20
Teamwork Online Assignment	25
<b>Total Points</b>	<b>800</b>

**EMAIL ETIQUETTE:**

Emails need to include complete words and phrases with proper capitalization and punctuation. Emails will only receive a response if they can be read. Be sure to include your name, course, and section number.

**STATEMENT ON ARTIFICIAL INTELLIGENCE (A.I.):**

In this course, students are encouraged to use AI tools as resources for brainstorming, research, and drafting, but they must ensure all work reflects their own analysis, creativity, and understanding. Ethical and transparent use of AI is expected, and any assistance from AI tools should be appropriately cited. The goal is to integrate AI thoughtfully, enhancing critical thinking and professional skills while avoiding overreliance. Misuse of AI, including submitting AI-generated content as original work, will be treated as a violation of academic integrity. This approach fosters responsible engagement with AI, preparing students for its ethical use in academic and professional contexts. Please contact the instructor if you have any questions about appropriate or inappropriate use of AI tools for any specific course assignment.

**THE LEARNING CENTER:**

The Learning Center offers free Tutoring and Academic Coaching for many courses at Ball State. For more information, visit [www.bsu.edu/learningcenter](http://www.bsu.edu/learningcenter) or call 765-285-3780.

### **INTERNATIONAL STUDENTS:**

The Learning Center has tutors trained to address some of the challenges specific to International Students, and if you are having trouble understanding information presented in class, you are encouraged to contact the Learning Center. Bilingual tutors may also be available upon request.

### **WRITING CENTER INFORMATION:**

Want extra feedback on your papers? The Writing Center is a community of Ball State students and faculty who value writing. Come and collaborate with one of our trained peer tutors on any project for any major. The Writing Center is a comfortable, supportive environment for writers from all communities and backgrounds. It is located in Robert Bell 295. We have both online and face-to-face appointments. To make an appointment, go to [www.ballstate.mywconline.com](http://www.ballstate.mywconline.com).

### **ACADEMIC INTEGRITY AND DISHONESTY:**

Students of the University must conduct themselves in accordance with the highest standards of academic honesty and integrity. Academic dishonesty by a student will not be tolerated in activity or academic areas and will be treated in accordance with the policy in the faculty handbook. Please refer to the specific sections in Undergraduate Rights and Responsibilities for information regarding academic honesty. These policies (including cheating on exams and plagiarism) will be strictly enforced. I will not tolerate cheating or plagiarism. Incidents of academic dishonesty will be prosecuted to the full extent within the University judicial process. Failure to follow these guidelines will result in an "F" for the course.

### **COPYRIGHT INFORMATION ON COURSE MATERIALS:**

Students may not reproduce, distribute, or publicly post their course materials without instructor permission. Students selling or distributing course materials or posting exams (e.g., quizlet.com) may violate the Ball State Code of Conduct and/or the Information Technology Users' Privileges and Responsibilities policy. Students violating this policy may be referred directly to the Office of Student Rights and Community Standards.

### **SPECIAL NEEDS:**

Please share with me medical information you feel is important for me to know so that I may assist you in an emergency. Also, let me know if you may need special arrangements to evacuate the building. Make an appointment with me to discuss either of these matters.

If you need course adaptations or accommodations because of a disability, please contact me as soon as possible. Ball State's Office of Disability Services coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at (765) 285-5293 or [dsd@bsu.edu](mailto:dsd@bsu.edu).

### **TITLE IX:**

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, here are available resources at Ball State University:

- Title IX Office, (765) 285-1545, [titleix@bsu.edu](mailto:titleix@bsu.edu)
- Office of Victim Services, 2nd Floor Health Center, Room 205, (765) 285-7844, [ovs@bsu.edu](mailto:ovs@bsu.edu)
- Counseling Center, Lucina Hall, Room 320, (765) 285-1736, [counselctr@bsu.edu](mailto:counselctr@bsu.edu)
- Police Department, 200 North McKinley Avenue, (765) 285-1111 (911 from a campus phone), [www.bsu.edu/police](http://www.bsu.edu/police)

**IMPORTANT DATES:**

January 5	Classes begin
January 19	Martin Luther King, Jr. Holiday – No classes
March 2-6	Spring Break – No classes
April 27	Last day for regular classes
April 28-May 1	Final Exam Period
May 1	Spring semester ends

**COURSE WITHDRAWAL:**

There is only one withdrawal period. It extends from the 6<sup>th</sup> through the 45<sup>th</sup> day of classes during the fall or spring semester.

For fall and spring semesters, a student has the entire first week of courses to drop a course with no penalty. They do this through “Register for Classes” from the website [www.bsu.edu/student-services](http://www.bsu.edu/student-services). After the first week, a student can withdraw from a course with a grade of “W” up until the decided upon withdrawal date. They accomplish this by completing a Withdrawal form and turning it in to the Registrar located in Lucina Hall. After this withdrawal date a student may only withdraw and receive a grade of “W” (instead of an “F”) if they are confirmed to have proper extenuating circumstances.

**COURSE ABANDONMENT:**

Your inactivity in a course does not constitute a course drop or withdrawal. You will be financially responsible for the course registration unless you take the necessary steps to drop or withdraw.

## COURSE SCHEDULE:

Below is the tentative course schedule. Each week will have specific topics to be covered. All assignments, projects, etc. are due by the published dates and times (Eastern Time). Please check Canvas for specific assignment, quiz, and project details and rubrics.

Week	Date	Topic	Assignment
1.	January 5-9	Introductions & Email	<b>Introductory Discussion Post:</b> 10pts (Due 1/9 by 11:59pm) <b>Email Assignment:</b> 10pts (Due 1/9 by 11:59pm)
2.	January 12-16	Terminology	Review Terminology Materials <b>Terminology Quiz:</b> 50pts (Due 1/16 by 11:59pm)
3.	January 19-23	Microsoft Excel	Review Excel Materials <b>Excel Assignment:</b> 50pts (Due 1/23 by 11:59pm) <b>Excel PDF Conversion:</b> 10pts (Due 1/23 by 11:59pm) <b>Excel Discussion Post:</b> 10pts (Due 1/23 by 11:59pm)
4.	January 26-30	Microsoft Word	Review Word Materials <b>Resume Assignment:</b> 25pts (Due 1/30 by 11:59pm) <b>Sport Background Assignment:</b> 25pts (Due 1/30 by 11:59pm) <b>Word PDF Conversions:</b> 10pts (Due 1/30 by 11:59pm)
5.	February 2-6	Canva	Review Canva Materials <b>Canva Poster Assignment:</b> 25pts (Due 2/6 by 11:59pm) <b>Canva Card Assignment:</b> 25pts (Due 2/6 by 11:59pm)
6.	February 9-13	Canva	<b>Canva Instagram Assignment:</b> 25pts (Due 2/13 by 11:59pm) <b>Canva Infographic Assignment:</b> 25pts (Due 2/13 by 11:59pm)
7.	February 16-20	X	Review X Materials <b>X Assignment:</b> 50pts (Due 2/20 by 11:59pm)
8.	February 23-27	Cloud Computing	Review Cloud Computing Materials <b>Cloud Computing Assignment:</b> 40pts (Due 2/27 by 11:59pm)
9.	March 2-6	<b>Spring Break</b>	<b>No Assignments</b>
10.	March 9-13	Facebook	Review Facebook Materials <b>Facebook Usage Assignment:</b> 10pts (Due 3/13 by 11:59pm) <b>Facebook Sport Page Assignment:</b> 30pts (Due 3/13 by 11:59pm)
11.	March 16-20	Prezi	Review Prezi Materials <b>Prezi Assignment:</b> 50pts (Due 3/20 by 11:59pm)
12.	March 23-27	Microsoft PowerPoint	Review PowerPoint Materials <b>PowerPoint Assignment:</b> 50pts (Due 3/27 by 11:59pm)
13.	March 30-April 3	Website/Blog	Review Website/Blog Materials <b>Website/Blog and Paper:</b> 75pts (Due 4/3 by 11:59pm)
14.	April 6-10	Artificial Intelligence	Review Artificial Intelligence Materials <b>Artificial Intelligence Assignment:</b> 50pts (Due 4/10 by 11:59pm)
15.	April 13-17	Zoom Meetings	Review Zoom Materials <b>Zoom Assignment:</b> 50pts (Due 4/17 by 11:59pm)
16.	April 20-24	Mobile Apps	Review Mobile Apps Materials <b>Mobile Apps Assignment:</b> 50pts (Due 4/24 by 11:59pm)
17.	April 27-May 1	Job Search	Review LinkedIn & Teamwork Online Materials <b>LinkedIn Assignment:</b> 20pts (Due 5/1 by 11:59pm) <b>Teamwork Online Assignment:</b> 25pts (Due 5/1 by 11:59pm)

*Note:* The instructor reserves the right to make changes to the class schedule as the class progresses and circumstances arise. Students will be given notice of any changes. It is a student's responsibility to accommodate a change if a change has been made and communicated by the instructor.