



BCIS 1305-025IN
Business Computer Applications
Summer 2023
Internet

Instructor

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Phone:

409 933-8161
800-331-5094 (SIMNET Tech Support)

Student Hours and Location

By appointment via D2L Collaborate

Communication with your Instructor

ALL electronic communication with the Instructor must be through your COM email or the course messages. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

Required Textbook and Materials

The course will use electronic (e-text) versions of the text listed below. Use of the electronic texts will save money for the student, and not require the books to be carried to and from class. A flash drive or cloud storage is recommended but not required to save/access your work.

The inclusive access code will have access to the electronic (e- text) for **Microsoft 365 2019 Office in Practice ISBN 978-1-260-07990-6**. Inclusive means that you pay for the course if you decide to continue the course after **census day** (July 13, 2023).

Course Description

Students study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications (Word, PowerPoint, Excel, and Access) and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business oriented utilization of the Internet.

Course Requirements

This is a 5-week course.

- Course work will be completed by the student via the SIMnet internet tool on his/her own personal computers, or in the COM Computer Labs, where the computers are equipped with Microsoft Office and links to SIMnet.

- Microsoft Access work must be completed on a PC, MAC users will need to use a PC for this unit.
- All course work must be turned in as *MICROSOFT OFFICE documents*

All chapter (SIM Book) readings and skills training should be completed before starting any assignments, although this is not required. The reading and completion of the training self assessments can be done concurrently.

In D2L, complete the discussion questions and the class PowerPoint (details below). Students will see their SIMnet grades upon completion of assignments. D2L assignments typically will be graded within 48 hours.

Course work will include reading of assigned chapters, completion of chapter hands-on training and self-assessment exercises, homework projects using the skills developed in that unit, a class presentation, and participation in discussions and other assigned activities. All course materials, assignments and tests will be accessed through SIMnet or in D2L. Scheduled due dates and point values are provided in the links in SIMnet and D2L.

Students cannot "pick and choose" which of the minimum requirements they will complete. All minimum requirements must be completed so that your skill level can be properly evaluated. The point range is only applicable for those students who complete all the assigned minimum requirements.

There is a 10% penalty in this course for late work. Students will take end-of-chapter quizzes via SIMnet skills training and assessment system and Application Tests using the live Office application during the assigned date/times.

The Word, PowerPoint, and Excel application tests are very similar to the grader projects which are assigned for each chapter. A list of the skills that are being tested will be provided in D2L for each test and the Final Exam. The application tests will be completed using the instructions provided and with the actual Office application (not a simulation). The completed test file will then be submitted to SIMnet for automatic scoring. Each test is scored in percentage.

All quizzes and tests are to be completed during the allocated times; there are no exceptions. Makeup tests will not be scheduled unless instructors deem it necessary based on the student coordinating with the Instructor prior to missing the test.

Criteria for PowerPoint

Research and develop a minimum of seven slides about an occupation or industry in which you wish to have a career OR the field of study you are currently pursuing at COM. Use your creativity to present interesting and relevant information using the concepts learned in this course.

Title Slide -CAREER or FIELD OF STUDY NAME (based on your own personal choice)

- Your Title and Subtitle information
- Your name and date in the footer
- Insert (not link) an audio recording on each slide or a video relative to your topic on Slide 2 -

TABLE OF CONTENTS

- Create a table of contents for your slides using a bulleted list

- There should be a 'bullet' for each slide included in your presentation (except for the Title and Table of Content slides) based on each slide's title
- Include **hyperlinks** that allow the viewer to jump to any specific slides and link back to the Table of Contents

Slide 3 - SELL US ON YOUR PRESENTATION

- Why did you choose this occupation/industry or field of study?
- When (timeframe) do you see this happening and how will you manage that transition

Slide 4 - ADDITIONAL CREATIVE FACTS

- Include information on why this occupation/industry or field of study is important to society and your planned impact in the field.
- Include industry or career facts and information, industry statistics, earning potential, job growth rates, etc...

Slide 5 - FAMOUS SONS, DAUGHTERS, FACES & PLACES

- Include information about well-known people who work in your chosen industry/occupation or field of study.
- Include pictures, graphics, or other digital information on any other famous places, information, landmarks, or institutions relative to your topic.

Slide 6 - HOW WILL PRESENTATION SKILLS BE USED?

- Include information of who you might be making presentations to in your chosen occupation/industry or field of study and why.

Slide 7 - Q&A and/or CLASS DISCUSSION slide

- Include information here that will engage the class to participate in your discussion.

Use the 7x7 Rules as your guide. If needed, you may have up to 10 slides but be cautious about using too many slides with too much information on each slide. This is primarily an oral presentation; not a written one. An **audio recording should be included on each slide. A detailed rubric is provided on D2L for this assignment, which outlines further considerations for creating the presentation.

Determination of Course Grade/Detailed Grading Formula

The grading elements for the course are:

50% of Grade will be SIMnet Exams,
 40% will be SIMnet Projects, SimBooks, and
 Lessons 5% will be discussion questions 5% is the
 class PowerPoint.

Grading Scale:

The following table contains the percentages that equate to a letter grade:

Grading Scale	Percentage	Letter Grade
	90% or above	A
	Between 80% and 89%	B
	Between 70% and 79%	C
	Between 60% and 69%	D
	Below 60%	F

The D2L gradebook will have all scores as they are accumulated throughout the semester (all individual SIMnet scores are copied to D2L so the student can see his/her progress and all scores in the preferred location). The final grade and individual scores are retained in D2L as part of the students' official records. It is the student's responsibility to use these tools to be aware of the due dates and requirements for all assignments and tests.

The course is competency-based, which means that job-related tasks have been identified by businesses and incorporated in the course. Students must demonstrate competency of all identified tasks by completing projects and production examinations according to standards expected in the office such as spelling, formatting, inclusiveness, proofreading, editing, timeliness, and researching.

Late Work, Make-Up, and Extra Credit Policy:

All course work except for the Class PowerPoint and Final Exam may be made up once the due date has passed. There is a **10% penalty for late work**, whether the work is an hour late or weeks late. The student is responsible for discussing unique situations with the Instructor, prior to the end of the semester, in the event of an extended absence due to extenuating circumstances. There is no extra credit in this course.

Attendance Policy:

Since this is an internet course, students are expected to inform the Instructor of possible absences. Students are expected to log in frequently at least twice per week during the five-week course time.

Communicating with your Instructor

ALL electronic communication with the Instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

Course-Level SLO	Maps to Core Objective	Assessed via this assignment
Describe the fundamentals of information technology concepts – hardware, software, security, and privacy	Written Communication	Computer Concepts Quizzes and IT Labs
Demonstrate proper file management techniques to manipulate electronic files and folders in a local and networked environment.	Visual Communication	File Management Training
Create business documents with word processing software using spelling and grammar check, format and layout, tables, citations, graphics, and mail merge.	Graphic Communication	Word Exam

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.	Empirical and Quantitative Skills	Excel Application Test
Create business multimedia presentations with presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.	Written and Oral Communication	PowerPoint Presentation
Create databases and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions.	Empirical and Quantitative Skills	Access Exam
Integrate business software applications.	Critical Thinking	Office Integrated Project
Use web-based technologies to conduct ethical business research.	Personal Responsibility	Business Ethics Project
Use “goal seeking” and “what-if analysis” to solve problems and make adjustments / recommendations in a business environment.	Critical Thinking	Word and PowerPoint Application Tests, Final Exam

Academic Dishonesty:

Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a grade of zero on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Student Concerns

If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact department chair Rocky Barney at 409 933-8727 or rbarney@com.edu.

Course Outline

All required assignments are due by the specified date and time (see the Assignment Schedule in the D2L Content link and then Syllabus).

Course Schedule

Dates	Module	Topic & Activities
7/10-7/13	Module 1 (D2L) Module 2 (D2L)	Course Overview: Syllabus and Schedule Register for SIMnet Complete Discussion Board 'Orientation Assignment' (D2L) Intro Chapter – Windows 10, Office 365/2019, and File Management (SIMnet SN) Hardware (SN) Legal and Ethical Issues (SN) Security (SN) System Software (SN) Application Software (SN) Computer Concepts Exam (SN) Complete Discussion Board 'Computer Concepts' (D2L)
7/13-7/17	Module 3 (D2L) Module 4 (D2L)	Word Chapter 1 Creating and Editing Documents (SN) Ch 1 Guided Project 1-2 (SN) Ch 1 Independent Project 1-6(SN) Word - Chapter 2 - Formatting and Customizing Documents (SN) Ch 2 Guided Project 2-1 (SN) Ch 2 Independent Project 2-6 (SN)
7/17-7/20	Module 5 (D2L) Module 6 (D2L)	Word - Chapter 3 - Collaborating with Others and Working with Reports (SN) Ch 3 Guided Project 3-1 (SN) Ch 3 Independent Project 3-6 (SN) Word - Chapter 4 - Using Tables, Columns, and Graphics (SN) Ch 4 Guided Project 4-2 (SN) Ch 4 Independent Project 4-5 (SN) Word Exam (SN) Complete Discussion Board 'Word' (D2L)
7/20-7/24	Module 7 (D2L)	PowerPoint chapter 1 (SN) Project 1-2 (SN) Project 1-5 (SN) Begin working on PowerPoint Class Presentation
7/24-7/27	Module 8 (D2L)	PowerPoint chapter 2 (SN) Project 2-3 (SN) Project 2-5 (SN) Presentation (to be submitted on D2L). Complete Discussion Board 'PowerPoint' (D2L) PowerPoint Exam (SN)
7/27-7/31	Module 9 (D2L) Module 10 (D2L) Module 11 (D2L)	Excel chapter 1 (SN) Project 1-3 (SN) Project 1-6 (SN) Excel chapter 2 (SN) Project 2-3 (SN) Project 2-5 (SN) Excel chapter 3 (SN) Project 3-3 (SN) Project 3-4 (SN)
7/31-8/3	Module 12 (D2L)	Excel chapter 4 (SN) Project 4-3 (SN) Project 4-5 (SN) Excel Chapter 8 (SN) Project 8-1 (SN) Project 8-5 (SN) Excel Exam (SN) Complete Discussion Board 'Excel' (D2L)
8/3-8/7	Module 13 (D2L) Module 14 (D2L) Module 15 (D2L)	Access chapter 1 (SN) Project 1-2 (SN) Project 2-1 (SN) Access chapter 3 (SN) Project 3-2 (SN) Project 3-5 (SN) Access chapter 4 (SN) Project 4-3 (SN) Project 4-6 (SN) Access Exam (SN) Complete Discussion Board 'Access' (D2L)
8/7-8/10	Module 16 (D2L)	Office Integrated Applications Project 1 PowerPoint, Word, Access, Excel (SN) Final Exam (SN)

Institutional Policies and Guidelines

Grade Appeal Process:

Concerns about the accuracy of grades should first be discussed with the Instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [Student Handbook 2022-2023 v4.pdf \(com.edu\)](#). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the Instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services:

College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement:

Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Textbook Purchasing Statement:

A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy:

Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the Instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 5-week session is June 30. The last date to withdraw from the 10-week session is July 31. The last date to withdraw for the 2nd 5-week session is August 4.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the Instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the Instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click

here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Success Tips for Students:

The following are important ways to excel in the class:

1. Start your assignments early; don't wait until the day before the due date to get started.
2. Memorize the names of application functions, and the location of the command buttons or keystrokes that will invoke them.
3. When you learn a new feature or skill, pause to reflect on how you would use it in other circumstances, such as other types of documents you have already produced, or ones you might do in the future.
4. Read (or at least skim) the SimBooks, looking at the Objectives for each chapter, and to look for explanation of why an application function or feature works the way it does, and how it can be used in various documents. Pay attention to the boxes and tables, especially the Tips, examples, or lists of options and keyboard short-cuts.
5. Remember that the textbook hands-on exercises have more steps and options than what is provided via the training in SIMnet.
6. Experiment, fiddle around, "tinker" or "play" with every button on the application riD2Lons, or every option found in the menu when right-clicking a document element, to explore options and features not covered in the course.
7. Practice the skills. Start your assignments early; don't wait until the day before the due date to get started.
8. Practice the skills you learn thoroughly (do the training steps and complete all the projects).
9. Memorize the names of application functions, and the location of the command buttons or keystrokes that will invoke them.

Access to Computers

If you experience personal computer problems or your Internet service provider is offline, try:

- a. WIFI access at a COM parking lot
- b. One of the campus computer labs

Backup Copies of Assignments:

You are responsible for keeping copies of all assignments turned in to the course as well as returned assignments.

Technical Outage Policy

Our reliance on the D2L and SIMnet servers is an integral part of this course but there might be times during the term when a server is not available. If there is an ongoing disruption that prevents you from completing an assignment, email the instructor screenshots of the error messages you are receiving and include specific times you are trying to log into the system. These will be used to determine the nature of the problem. If the problems persist, submit all technical problems to Distance Education via email at de_support_com@com.edu. Problems with SIMnet will be announced on the log in page, so be sure to note any issues with their server and try to plan around any outages.

Computer Software Ability:

Basic computer skills for the course require knowledge of the following:

1. Email (sending, opening, replying, and uploading/saving attachments)
2. Web browsing (navigating, searching, downloading files and browser plug-ins)
3. Using the mouse and/or keyboard to activate commands and functions, including drag and drop features, text highlighting, and right-clicking to select command options.
4. D2L navigation and how to submit attachments and take quizzes These skills will be greatly improved in ability and speed after completion of the course.

MAC versus PC:

Please note that some assignments will NOT be able to be completed on a MAC. Microsoft does NOT make any version of Access available for MAC operating systems. Therefore, you will need to find an alternative device on which to complete the assignments.