



BCIS-1305-211H1
Business Computer Applications
Fall 2024 - First Eight Weeks
Internet

Instructor

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Phone:

409-933-8919

800-331-5094 (SIMNET Tech Support)

Student Hours and Location

I am an adjunct professor. I can meet with you online by appointment.

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**.

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 an 8-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.

Determination of Course Grade/Detailed Grading Formula

The grading elements for the course are:

SIMnet Exams – 4 at 200 points each	800 points
SIMbooks and SIMnet Projects	960 points
Discussion Questions and Ethics Project	120 points
PowerPoint Presentation	120 points
Total	2000 points

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 TERM (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 eight-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.

Core Objectives:

Students successfully completing this course will demonstrate competency in the following Core Objectives. The Core Objectives mandated for this course are:

1. Critical Thinking Skills: To include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
2. Communication Skills: To include effective written, oral, and visual communication.
3. Empirical and Quantitative Skills: To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
4. Social Responsibility: To include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

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 Discussion
Demonstrate proper file management techniques to manipulate electronic files and folders in a local and networked environment.	Visual Communication	Computer Concepts Exam
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 Exam
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	Excel project

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, Andrew Gregory at 409 933-8339 or agregory2@com.edu

Course Outline

All required assignments are due by the specified date. Assignments are due at 11:59 pm CST time.

Dates	Module	Topic & Activities
8/19-825	Module 1 (D2L)	Course Overview: Syllabus and Schedule Register for SIMnet Complete Discussion Board 'Orientation Assignment' (D2L) Intro Chapter–Windows 10, Office 365/2019, & 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) Complete Business Ethics Assignment (D2L)
8/26-9/1	Module 2 (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)
9/2-9/8	Module 3 (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)
9/9-9/15	Module 4 (D2L)	PowerPoint chapter 1 (SN) Project 1-2 (SN) Project 1-5 (SN) Begin working on PowerPoint Class Presentation PowerPoint chapter 2 (SN) Project 2-3 (SN) Project 2-5 (SN) Presentation (to be submitted on D2L). Complete Discussion Board 'PowerPoint' (D2L)
9/16-9/22	Module 5 (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)
9/23-9/29	Module 6 (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)
9/30-10/6	Module 7 (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)
10/7-10/10	Module 8 (D2L)	Access chapter 4 (SN) Project 4-3 (SN) Project 4-6 (SN) Complete Discussion Board 'Access' (D2L) Access Exam (SN) Office Integrated Applications Project 1 PowerPoint, Word, Access, Excel (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 https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf. *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, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, 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 July 1. The last date to withdraw from the 10-week session is July 30. The last date to withdraw for the 2nd 5-week session is August 2.

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.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

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, e-mail 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. E-mail (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.