BCIS 1305-004IN-FA2021
Business Computer Applications

Instructor Information:

Katherine Schroeder, MBA, RFS, MFP

Assistant Professor of Business

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409-933-8552 (Office)

800-33105094 (SIMNET Tech Support)

Student Hours & Location:

TVB 1315 or by email appointment, hosted via Blackboard Collaborate.

Monday	8:30am-10:30am and 5:30pm-6:00pm
Tuesday	8:30am-9:30am
Wednesday	8:30am-11:00am and 5:30pm-6:00pm
Thursday	8:30am-9:30am
Friday	by appointment only

Required Textbooks 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.

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.

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 16-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 2019 and links to SIMnet.
All course work must be turned in as *MICROSOFT OFFICE 2019 documents* – no exceptions.
Any student lacking the necessary Microsoft software can find it for download at the bottom of the COM homepage in the Microsoft Office link.

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 Blackboard, complete the discussion questions and the class PowerPoint (details below). Students will see their SIMnet grades upon completion of assignments, but there may be a delay before these are reflected in Blackboard.

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 Blackboard. Scheduled due dates and point values are provided in the links in SIMnet and Blackboard.

Students will take end-of-chapter quizzes via SIMnet skills training and assessment system and Application Tests using the live Office application.

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 Blackboard 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.

Determination of Course Grade/Detailed Grading Formula:

The grading elements for the course are:

50% of Grade will be SIMnet Exams
30% will be SIMnet Projects
10% will be 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 Blackboard gradebook will have all scores are they are accumulated throughout the semester (all individual SIMnet scores are copied to Blackboard so the student can see his/her progress and all scores in the preferred location). The final grade and individual scores are retained in Blackboard 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.

Late Work & Extra Credit/Bonus Policies:

To the extent possible (given limitations by publisher and linking sites), late work will be accepted with a 20% penalty applied. Group Projects and Discussion Boards will NOT be accepted late under any circumstances. Late work that requires manual grading (Bb assignments with a rubric, generally) will be accepted up until the Sunday prior to the last day of class. Late work that is auto-graded will be accepted up until the day prior to the last day of class.

If you have a personal or emergency situation, please contact me as soon as practical (in advance when possible) and I will do my best to work with you in a fair and equitable manner. Supporting documentation may be requested.

Any bonus points, make-up work, or other accommodations beyond those offered by COM are at the sole discretion of the instructor. Generally, bonus points may be offered for attendance and the submission of a course evaluation.

Attendance Policy:

Attendance in this Internet-driven course is based on the timely submission of weekly assignments. Attendance will be taken each week as determined by the reporting functions in Blackboard and SIMnet. Students will receive credit for 'attending' the class each week based upon the timely submission of an assignment. An assignment may be a discussion board post, a quiz, a test, a project, or any other assigned task within the week as noted on the Schedule of Activities. The last date of attendance will be the last date an assignment was submitted. Attendance will be tracked in the gradebook and may be applied as bonus points at the end of the term.

Communicating with your instructor:

All electronic communication with the instructor will be through Blackboard or COM email. I strongly prefer COM email over Bb course messages, since course messages does not alert me in any way. Please use COM email for a prompt reply. All electronic communication with the instructor must be through COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

Student Learner Outcomes (SLO):

1. Upon successful completion of this course, students will:
2. Describe the fundamentals of Information Technology (IT) infrastructure components: hardware, software, and data communications systems.
3. Demonstrate proper file management techniques to manipulate electronic files and folders in a local, networked, and online environments.
4. Create business documents with word processing software using spelling and grammar check, format and layout, tables, citations, graphics, and mail merge.
5. 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.
6. Create business multimedia presentation software using templates, lists, groups,

themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.

7. Create databases and manage data with database software using tables, fields, relationships, indexes, keys, view, queries, forms, reports, and import/export functions.
8. Integrate business software applications.
9. Use web-based technologies to conduct ethical business research.
10. Use "goal seeking" and "what-if-analysis" to solve problems and make adjustments/recommendations in a busines environment.

General Education Core Objectives:

1. Students successfully completing this course will demonstrate competency in the following Core Objectives:
2. Critical thinking skills: Students will demonstrate creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
3. Communication skills: effective written, oral, and visual communication
4. Empirical and quantitative skills: the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
5. Personal responsibility: the ability to connect choices, actions, and consequences to ethical decision-making.

Table Mapping SLO's, Core Objectives and Assignments:

Course-Level SLO	Maps to Core Objective	Assessed via this assignment
1. Describe the fundamentals of Information Technology (IT) infrastructure components: hardware, software, and data communications systems.	Written Communication	Computer Concepts Quizzes, IT Labs
2. Demonstrate proper file management techniques to manipulate electronic files and folders in a local, networked, and online environment.	Visual Communication	File Management Training
3. Create business documents with word processing software using spelling and grammar check, format and layout,	Empirical and Quantitative Skills	Word Exam

tables, citations, graphics, and mail merge.		
4. 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
5. Create business multimedia presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.	Written and Oral Communication	PowerPoint Presentation
6. Create databases and manage data with database software using tables, fields, relationships, indexes, keys, view, queries, forms, reports, and import/export functions.	Empirical and Quantitative Skills	Access Exam
7. Integrate business software applications.	Critical Thinking	Office Integrated Project
8. 8. Use web-based technologies to conduct ethical business research.	Personal Responsibility	Business Ethics Project
9. 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.

College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the online Student Handbook. http://www.com.edu/student-services/student-handbook.php Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material may receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Student Concerns:

If you have a problem in this class, please discuss the issue with me first. If I cannot resolve the problem with you, your next step would be to contact the Department Chair, David Knopp at 409-933-8259 or dknopp@com.edu.

Course Outline/Schedule of Activites:

All required assignments are due by the specified date and time (see the Schedule of Activities in the Blackboard Content link, and in the SIMnet link).

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Schedule of Activities   SN = SIMnet   BB = Blackboard

All Assignments due on Sundays unless stated otherwise

Dates	Module	Topic & Activities
Aug. 23-29	Module 1 (BB)	Course Overview: Syllabus and Schedule Register for SIMnet (SN) Complete Discussion Board 'Introduction' (BB) Intro Chapter – Windows 10, Office 365/2019, and File Management (SN)
Aug. 30-Sept. 5	Module 2 (BB)	Hardware (SN) Legal and Ethical Issues (SN) Security (SN) System Software (SN) Application Software (SN) Computer Concepts Exam (SN) Complete Discussion Board 'Computer Concepts' (BB)
Sept. 6-12	Module 3 (BB)	Word Chapter 1 Creating and Editing Documents (SN) Word 2019 In Practice Ch 1 Guided Project 1-2 (SN) Word 2019 In Practice - Ch 1 Independent Project 1-6(SN)
Sept. 13-19	Module 4 (BB)	Word - Chapter 2 - Formatting and Customizing Documents (SN) Word 2019 In Practice - Ch 2 Guided Project 2-1 (SN) Word 2019 In Practice - Ch 2 Independent Project 2-6 (SN)
Sept. 20-26	Module 5 (BB)	Word - Chapter 3 - Collaborating with Others and Working with Reports (SN) Word 2019 In Practice - Ch 3 Guided Project 3-1 (SN) Word 2019 In Practice - Ch 3 Independent Project 3-6 (SN)
Sept. 27-Oct. 3	Module 6 (BB)	Word - Chapter 4 - Using Tables, Columns, and Graphics (SN) Word 2019 In Practice - Ch 4 Guided Project 4-2 (SN) Word 2019 In Practice - Ch 4 Independent Project 4-5 (SN) Word Exam (SN) Complete Discussion Board 'Word' (BB)
Oct. 4-10	Module 7 (BB)	PowerPoint - Chapter 1 – Creating & Editing Presentations (SN) PowerPoint 2019 In Practice - Ch 1 Guided Project 1-2 (SN) PowerPoint 2019 In Practice - Ch 1 Independent Project 1-5 (SN) Begin working on PowerPoint Presentation Assignment
Oct. 11-17	Module 8 (BB)	PowerPoint - Chapter 2 - Illustrating with Pictures and Information Graphics (SN) PowerPoint 2019 In Practice - Ch 2 Guided Project 2-3 (SN) PowerPoint 2019 In Practice - Ch 2 Independent Project 2-5 (SN) PowerPoint Presentation Assignment (BB) PowerPoint Presentation Discussion Board (upload Presentation to DB in BB **Due Oct. 14**) PowerPoint Exam (SN) Complete Discussion Board 'PowerPoint' (BB)
Oct. 18-24	Module 9 (BB)	Excel - Chapter 1 - Creating and Editing Workbooks (SN) Excel 2019 In Practice - Ch 1 Guided Project 1-3 (SN) Excel 2019 In Practice - Ch 1 Independent Project 1-6 (SN)
Oct. 25-31	Module 10 (BB)	Excel - Chapter 2 - Working with Formulas and Functions (SN) Excel 2019 In Practice - Ch 2 Guided Project 2-3 (SN) Excel 2019 In Practice - Ch 2 Independent Project 2-5 (SN)
Nov. 1-7	Module 11 (BB)	Excel - Chapter 3 - Creating and Editing Charts (SN) Excel 2019 In Practice - Ch 3 Guided Project 3-3 (SN) Excel 2019 In Practice - Ch 3 Independent Project 3-4 (SN)
Nov. 8-14	Module 12 (BB)	Excel - Chapter 4 - Formatting, Organizing, and Getting Data (SN) Excel 2019 In Practice - Ch 4 Guided Project 4-3 (SN) Excel 2019 In Practice - Ch 4 Independent Project 4-5 (SN) Excel - Chapter 8 - Working with Macros (SN) Excel 2019 In Practice - Ch 8 Guided Project 8-1 (SN) Excel 2019 In Practice - Ch 8 Independent Project 8-5 (SN) Excel Exam (SN) Complete Discussion Board 'Excel' (BB)
Nov. 15-21	Module 13 (BB)	Access - Chapter 1 - Creating a Database and Tables (SN) Access 2019 In Practice - Ch 1 Guided Project 1-2 (SN) Access 2019 In Practice - Ch 2 Guided Project 2-1 (SN)
Nov. 22-28	Module 14 (BB)	Access - Chapter 3 - Creating and Using Queries (SN) Access 2019 In Practice - Ch 3 Guided Project 3-2 (SN) Access 2019 In Practice - Ch 3 Independent Project 3-5 (SN) Access - Chapter 4 - Creating and Using Forms and Reports (SN) Access 2019 In Practice - Ch 4 Guided Project 4-3 (SN) Access 2019 In Practice - Ch 4 Independent Project 4-6
Nov. 29-Dec. 5	Module 15 (BB)	(SN) Access Exam (SN) Complete Discussion Board 'Access' (BB)
Dec. 6-9	Module 16 (BB)	Office Integrated Applications Project 1 PowerPoint, Word, Access, Excel (SN) **(Due Dec. 9)** Final Exam (SN) **(Due Dec. 9)**

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://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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. https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019- 2020v5.pdf

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 out 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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement:

Any student needing counseling services is requested to please contact Holly Bankston in the Student Success Center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to setup their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

Withdrawal Policy:

Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing, student should speak with the instructor and consult an advisor. Students are only permitted to withdraw six times during their college career by State law. The last date to withdraw from the 1st 8-week session is October 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the

2nd 8-week session is December 2.

If a student wishes to withdraw from the course, it is the student's responsibility to see that the proper form is completed and turned in by the proper date to withdraw from the class. Failure to attend class does not constitute a withdrawal from the class.

F_N Grading:

The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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 F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N 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 for you to meet your academic goals.

Technology Outage:

Occasionally the College may experience emergency technology Outages. Should this occur during a Quiz/Exam, you will need to notify the instructor that you will need the Quiz/Exam to be reset. In the case of this or a personal technology issues, students are expected to contact the instructor as soon as reasonably possible. Students are responsible for completing all other course work such that due dates can be met.

Success Tips for Students:

The following are important ways to excel in the class:

- Start your assignments early; don't wait until the day before the due date to get started.
- Memorize the names of application functions, and the location of the command buttons or keystrokes that will invoke them.
- 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.
- 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.

- Remember that the textbook hands-on exercises have more steps and options than what is provided via the training in SIMnet.
- Experiment, fiddle around, "tinker" or "play" with every button on the application ribbons, or every option found in the menu when right-clicking a document element, to explore options and features not covered in the course.
- Practice the skills. Start your assignments early; don't wait until the day before the due date to get started.
- Practice the skills you learn thoroughly (do the training steps and complete all the projects).
- Memorize the names of application functions, and the location of the command buttons or keystrokes that will invoke them. 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.
- 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.
- Remember that the textbook hands-on exercises have more steps and options than what is provided via the training in SIMnet.
- Experiment, fiddle around, "tinker" or "play" with every button on the application.
- ribbons, or every option found in the menu when right-clicking a document element, to explore options and features not covered in the course.
- Practice the skills.

Collaborative Work

The nature of this class requires some collaboration and communication with your peers via discussions and other activities. Quizzes, training/exam assignments, and projects must be done individually. While students can consult with each other about strategies and resources, you must complete all work on the assignments yourself.

For this class, it is permissible to assist classmates if you can meet, either in person or via the communication tools (discussion topics, chat). Each person MUST, however, develop his/her own solutions to the assignments and projects. In other words, students may not "work together" to complete a joint graded assignment. Such collaboration constitutes cheating.

There are no team assignments in this class. A student may not use or copy (by any means) another's work (or any portions of it) and represent it as his/her own. The SIMnet tool can detect whenever a grader project contains content from another student and will flag this as a potential integrity violation.

Troubleshooting

Distance Education Support Center**:** The Distance Education Department, in its goal to improve services to students, has created a new online [Blackboard Support](#) . You can request assistance ("Submit a Ticket") or locate DE phone numbers. In most cases, submitting a ticket is the fastest way to obtain a response from DE staff. [Click here](#) to complete a form for a password reset.

If you are experiencing technical difficulties and need assistance from IT, you may submit a ticket at https://helpdesk.com.edu/.

Access to Computers:

If you do not have access to a computer outside of the classroom, you may visit one of the computer labs on campus or visit the library to check out a computer for use during the semester.

If you experience Internet service provider issues, try:
- WIFI access at a COM parking lot
- WIFI access at a restaurant to coffee shop parking lot
- WIFI access at a public library

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 Blackboard 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. Many problems within Blackboard are based on high usage (too many people online at the same time). Try your activity 30-minutes later, and you are likely to be successful. If, however, problems persist, submit all technical problems to Distance Education through [Blackboard Support](#). 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.

File Management:
You are expected to have intermediate or higher-level skills at file management: the ability to create folders, move and rename folders and files, identify type of file by its 3-letter file-extension, attach files to emails, and download plug-ins or data files required for the course.

Anti-Virus and Spyware Software:
Updated virus scanning software for all files you send and receive such as McAfee Antivirus, Norton Internet Security, etc. is recommended. Be sure to add http://de.com.edu to your virus software's trusted sites. Spyware, parasites, and other deceptive software can cause problems when using Blackboard or other websites. Blackboard recommends that you check for, then uninstall or temporarily disable these types of software to eliminate problems when accessing Blackboard. To check your browser for spyware, parasites, and other deceptive software and for more detailed information, visit the Doxdesk page on parasites: https://www.doxdesk.com/parasite.

If Spyware is detected, go to: https://support.microsoft.com/en-us/help/129972/howto-prevent- and-remove-viruses-and-other-malware for more information.

Computer Software Ability:
Basic computer skills for the course require knowledge of the following:
- E-mail (sending, opening, replying, and uploading/saving attachments)
- Web browsing (navigating, searching, downloading files and browser plug-ins)
- 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.
- Blackboard 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.