BCIS 1305-111HY
Business Computer Applications Course
Semester (Spring 2024)
Wednesday 8-9:20 am Jan 15 – May 10

Instructor Information:

Joseph Walkowicz, Ph.D.
Adjunct Professor of Business
jwalkowicz@com.edu
832-464-5273 Mobile
800-331-5094 (SimNet Tech Support)

Student hours and location:

One hour prior to class and by appointment. I am available by phone daily 9am-9pm

Required Textbook/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.

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 hybrid course. The class meets face-to-face Wednesday and the second meetings (lab) are completed asynchronously (online). 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. Please note that while you may use a MAC for

some applications, Microsoft does NOT make a MAC equivalent for ACCESS. You will need to use a computer lab or a borrowed computer from the library or another source to complete these assignments. Any MS Office exercise that requires downloading files and completing the activity then uploading the files must be done on a Windows computer (not MAC) using MS Office 2019 (available free).

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 graded 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: (methods of evaluation to be employed to include a variety of means to evaluate student performance)

Late Work, Make-Up, and Extra-Credit Policy:
To the extent possible (given limitations by publisher and linking sites), late work will be accepted with a 20% penalty applied. Group Projects 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 classroom course is based on actual, physical classroom attendance which will be taken each class period. Students will receive credit for attending the class each week if present in the classroom. The last date of attendance will be the last date the student attended class in the physical classroom. 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 must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Student Learner Outcomes (SLO):

Upon successful completion of this course, students will:

1. Describe the fundamentals of Information Technology (IT) infrastructure components: hardware, software, and data communications systems.
2. Demonstrate proper file management techniques to manipulate electronic files and folders in a local, networked, and online environments.
3. Create business documents with word processing software using spelling and grammar check, format and layout, 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.
5. Create business multimedia presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.
6. Create databases and manage data with database software using tables, fields, relationships, indexes, keys, view, queries, forms, reports, and import/export functions.
7. Integrate business software applications.
8. Use web-based technologies to conduct ethical business research.
9. Use "goal seeking" and "what-if-analysis" to solve problems and make adjustments/recommendations in a busines environment.

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 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:
Andrew Gregory
Business and Accounting Department 1200 N.
Amburn Road
Phone: 409-933-8339
Email: agregory2@com.edu

Course outline: Many of the exercises in **all** the apps require downloading files into Office 2019, not available on a MAC.

Dates	Module	Topic & Activities
Week of Jan 15	Module 1	Course Overview: Syllabus and Schedule Register for SIMnet (SN)
		Intro Chapter – Windows 10, Office 365/2019, and File Management (SN)
Week of Jan 22	Module 2	Hardware (SN)
		Legal and Ethical Issues (SN)
		Security (SN)
		System Software (SN)
		Application Software (SN)
		Computer Concepts Exam (SN)
		Complete Journal 'Computer Concepts'
Week of Jan 29	Module 3	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)
Week of Feb. 5	Module 4	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)
Week of Feb. 12	Module 5	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)
Week of Feb. 19	Module 6	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)
Week of Feb. 26	Module 7	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)
Week of Mar. 4	Module 8	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 PowerPoint Exam (SN)
Week of Mar. 18	Module 9	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)
Week of Mar. 25	Module 10	Excel - Chapter 2 - Working with Formulas and Functions (SN) Excel 2019 In Practice - Ch 2 Guided Project 2-3 (SN)
Week of Apr. 1	Module 11	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)
Week of Apr. 8	Module 12	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)
Week of Apr. 15	Module 13	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)
Week of Apr. 22	Module 14	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
Week of Apr. 29	Module 15	(SN) Access Exam (SN)
Week of May 6	Module 16	Final Exam (SN) **(Due May 8)**

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 8-week session is March 1. The last date to withdraw from the 16-week session is April 24. The last date to withdraw for the 2nd 8-week session is May 3.

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.