# BCIS 1305-028IN
# Business Computer Applications
# Fall 2022
# Online

**Instructor Information:** Siromi Wijesinghe MBA

ALL electronic communication with me must be through your COM email to **swijesinghe@com.edu.**

**Student hours and location:** Online

**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:**
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 Brightspace, complete the discussion questions.** Students will see their SIMnet grades upon completion of assignments, but there may be a delay before these are reflected in Brightspace. 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 Brightspace. Scheduled due dates and point values are provided in the links in SIMnet and Brightspace.

**Determination of Course Grade/Detailed Grading Formula:**

> 50%     SIMnet Exams
> 50%     SIMnet Projects, SIMBooks and Lessons, and Discussion Board Posts

> **Grading Scale**
> A     90 - 100
> B     80 - 89
> C     70 - 79
> D     60 - 69
> F     Below 60
> FX     F earned by excessive absences

The Brightspace gradebook will have all scores are they are accumulated throughout the semester (all individual SIMnet scores are copied to Brightspace so the student can see all scores in the preferred location). The final grade and individual scores are retained in Brightspace 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, Make-Up, and Extra-Credit Policy:**
Once an assignment due date has lapsed, if the assignment is reopened there will be a 10% late penalty.

**Attendance Policy:**
This is an online course with no scheduled class meeting period. It is your responsibility to complete all assigned coursework by each due date as posted in SIMnet or Brightspace.

**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.

**Student Learner Outcomes (SLO):**

Learning Outcomes Upon successful completion of this course, students will:
1. Describe the fundamentals of information technology concepts – hardware, software, security, and privacy.
2. Demonstrate proper file management techniques to manipulate electronic files and folders in local, network, 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, privot tables, macros; (2) statistical, financial, logical and look-up functions and formulas; and (3) add-ins.
5. Create business multimedia presentations with 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, views, 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 business 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.

| 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 | Empirical and Quantitative Skills | Word Exam |

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|---|---|---|
| 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. | 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 | Written and Oral Communication | PowerPoint Presentation |

**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.

**Plagiarism**
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 will receive a **grade of zero** and the student may be referred to the Office of Student Conduct for the appropriate disciplinary action.

**Classroom Etiquette for face to face and hybrid classes:**
Please put your cell phone on silent or mute when you enter class. If you forget to put it on silent, and your cell phone rings, do not answer it in class, turn it off or send it to voicemail. If you must return the call, then excuse yourself from the classroom.

It is the right of each student to participate in his or her learning, and it is the responsibility of each student to not interfere with the learning of other students.  It is the expectation of the college that each student assumes the responsibility to follow college policies and procedures governing campus and classroom/online classroom conduct.

**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 at agregory2@com.edu.

**Course outline:**
Please follow the Course Schedule posted in Brighspace.

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# 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://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 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 Michelle Brezina at 409-933-8124 or mvaldes1@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 October 5. The last date to withdraw from the 16-week session is November 18. The last date to withdraw for the 2nd 8-week session is December 1.

**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.