



BCIS-1305-002IN-FA2023
Business Computer Applications
Fall 2023
Asynchronous-Online

Instructor Information:

LaShawn McCoy

Adjunct Professor of Business

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832-689-9409

800-331-5094 (SIMNET Tech Support)

Student Hours & Location:

Email 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.

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 Brightspace, 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 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.

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 Brightspace 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:

Point Values			
Activity	Point Value	# of Activities	Total Points
Simnet Assignments		48	960
Exams	200	5	1000
PowerPoint Presentation	120	1	120
PowerPoint Peer Evaluation	20	1	20
Final Exam	200	1	200
Discussion Board	20	5	100
Total Possible Points			2400
Important Notes			
Late Work is Accepted with 10% penalty (See Syllabus for Limitations)			
Tests and Quizzes - 1 attempt only			
Any bonus points are at the discretion of the instructor.			

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 Brightspace gradebook will have all scores as they are accumulated throughout the semester. 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 & Extra Credit/Bonus Policies:

To the extent possible (given limitations by publisher and linking sites), late work will be accepted with a 10% penalty applied. Group Projects and Discussion Boards will NOT be accepted late under any circumstances.

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.

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 Brightspace 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 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): 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 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.

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, tables, citations, graphics, and	Empirical and Quantitative Skills	Word Exam

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 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, Department Chair, Business and Accounting at 409-933-8339 or agregory2@com.edu.

Course Outline/Schedule of Activities:

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

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Schedule of Activities

SN = SIMnet BS = Brightspace

All Assignments due on Wednesdays unless stated

Due Dates	Module	Topic & Activities
Aug 30 th	Module 1 (BS)	Course Overview: Syllabus and Schedule Register for SIMnet (SN) Intro Chapter – Windows 10, Office 365/2019, and File Management (SN)
September 6 th	Module 2 (BS)	Hardware (SN) Legal and Ethical Issues (SN) Security (SN) System Software (SN) Application Software (SN) Computer Concepts Exam (SN) Complete Journal 'Computer Concepts' (BS)
September 13 th	Module 3 (BS)	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)
September 20 th	Module 4 (BS)	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)
September 27 th	Module 5 (BS)	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)
October 4 th	Module 6 (BS)	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 Journal 'Word' (BS)
October 11 th	Module 7 (BS)	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
October 18 th	Module 8 (BS)	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 (BS) PowerPoint Exam (SN) Complete Journal 'PowerPoint' (BS)
October 25 th	Module 9 (BS)	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)
November 1 st	Module 10 (BS)	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)
November 8 th	Module 11 (BS)	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)

November 15 th	Module 12 (BS)	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 Journal 'Excel' (BS)
November 22 nd	Module 13 (BS)	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)
November 29 th	Module 14 (BS)	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
December 6 th	Module 15 (BS)	(SN) Access Exam (SN) Complete Journal 'Access' (BS)
December 8 th	Module 16 (BS)	Office Integrated Applications Project 1 PowerPoint, Word, Access, Excel (SN) (Due Dec 8th) Final Exam (SN) (Due Dec 8th)

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.
- Brightspace 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.

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.

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 2023-2024 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 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 October 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2nd 8-week session is December 7.

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.