



BCIS 1305-001IN and 002IN-SP2023
Business Computer Applications
Spring 2023
Online

Instructor Information: Hollie Jones, MBA hjones4@com.edu

Student hours and location: I am an adjunct professor and not physically located on campus. My scheduled office hours are Tuesday 6-9pm, 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.

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 text if you decide to continue the course after **census day** (February 1, 2023).

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. 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 COM computer lab or a borrowed computer from the library or another source to complete these ACCESS assignments.

All course work must be turned in as *MICROSOFT OFFICE 2019 documents* – **no exceptions.**

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 will be graded by the instructor daily.

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.

Criteria for PowerPoint

Research and develop a minimum of seven slides on about an occupation or industry in which you wish to have a career OR the field of study you are currently pursuing at COM. Use your creativity to present interesting and relevant information using the concepts learned in this course.

Title Slide -CAREER or FIELD OF STUDY NAME (based on your own personal choice)

- Your Title and Subtitle information
- Your name and date in the footer
- Insert (not link) a 20-30 second audio recording or video relative to your topic

Slide 2 - TABLE OF CONTENTS

- Create a table of contents for your slides using a bulleted list
- There should be a 'bullet' for each slide included in your presentation (except for the Title and Table of Content slides) based on each slide's title
- Include hyperlinks that allow the viewer to jump to any specific slides and link back to the Table of Contents

Slide 3 - SELL US ON YOUR PRESENTATION

- Why did you choose this occupation/industry or field of study?
- When (timeframe) do you see this happening and how will you manage that transition

Slide 4 - ADDITIONAL CREATIVE FACTS

- Include information on why this occupation/industry or field of study is important to society and your planned impact in the field.
- Include industry or career facts and information, industry statistics, earning potential, job growth rates, etc...

Slide 5 - FAMOUS SONS, DAUGHTERS, FACES & PLACES

- Include information about well-known people who work in your chosen industry/occupation or field of study.
- Include pictures, graphics, or other digital information on any other famous places, information, landmarks, or institutions relative to your topic.

Slide 6 - HOW WILL PRESENTATION SKILLS BE USED?

- Include information of who you might be making presentations to in your chosen occupation/industry or field of study and why.

Slide 7 - Q&A and/or CLASS DISCUSSION slide

- Include information here that will engage the class to participate in your discussion.

**Use the 7x7 Rules as your guide. If needed, you may have up to 10 slides but be cautious about using too many slides with too much information on each slide. This is primarily an Oral presentation; not a written one. A detailed rubric is provided on D2L for this assignment, which outlines further considerations for creating the presentation.

Determination of Course Grade/Detailed Grading Formula: The grading elements for the course are:

50% of Grade will be SIMnet Exams,
 40% will be SIMnet Projects, SimBooks, and
 Lessons 5% will be discussion questions 5%
 is the class PowerPoint.

Late Work, Make-Up, and Extra-Credit Policy: This is an online class. Attendance will be based on your submission of the assignments for the week. Late work will incur a 10% penalty. If there is a documented medical or family emergency, please see me to discuss a work plan to get you caught up

Attendance Policy: You are required to log in to 'D2L' a minimum of once per week.

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)

| Course-Level SLO | Maps to Core Objective | Assessed via this assignment |
|--|-----------------------------------|---|
| Describe the fundamentals of Information Technology (IT) infrastructure components: hardware, software, and data communications systems. | Written Communication | Computer Concepts Quizzes and IT Labs |
| Explain the guiding principles of professional behavior in computing. | Personal Responsibility | Ethical and Secure Computing Survey and Response |
| Demonstrate proper file management techniques to manipulate electronic files and folders in a local and networked environment. | Visual Communication | File Management Training |
| Use business productivity software to manipulate data and find solutions to business problems. | Empirical and Quantitative Skills | Excel Application Test |
| Complete projects that integrate business software applications. | 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.

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 the department chair Andrew Gregory at 409-933-8339 or agregory2@com.edu.

Course outline:

| Dates | Module | Topic & Activities |
|--------------|-------------------------------------|--|
| 1/17-1/22 | Module 1 (D2L) | Course Overview: Syllabus and Schedule Register for SIMnet Complete Discussion Board ‘Orientation Assignment’ (D2L) Intro Chapter – Windows 10, Office 365/2019, and File Management (SN) |
| 1/23-1/29 | Module 2 (D2L) | (SIMnet SN) Hardware (SN) Legal and Ethical Issues (SN) Security (SN) System Software (SN) Application Software (SN) Complete Discussion Board ‘Computer Concepts’ (D2L) Computer Concepts Exam (SN) |
| 1/30-2/5 | Module 3 (D2L) | Word Chapter 1 Creating and Editing Documents (SN) Ch 1 Guided Project 1-2 (SN) Ch 1 Independent Project 1-6(SN) |
| 2/6-2/12 | Module 4 (D2L) Module 5 (D2L) | Word - Chapter 2 - Formatting and Customizing Documents (SN) Ch 2 Guided Project 2-1 (SN) Ch 2 Independent Project 2-6 (SN) 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) |
| 2/13-2/19 | Module 6 (D2L) | 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) |
| 2/20-2/26 | Module 7 (D2L) | PowerPoint chapter 1 (SN) Project 1-2 (SN) Project 1-5 (SN) Begin working on PowerPoint Class Presentation |
| 2/27-3/5 | Module 8 (D2L) | PowerPoint chapter 2 (SN) Project 2-3 (SN) Project 2-5 (SN) Presentation (to be submitted on D2L). Complete Discussion Board ‘PowerPoint’ (D2L) PowerPoint Exam (SN) |
| 3/6-3/19 | Module 9 (D2L) | Excel chapter 1 (SN) Project 1-3 (SN) Project 1-6 (SN) Spring Break 3/13-3/17 |

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|------------|--------------------|--|
| 3/20-3/26 | Module 10 (D2L) | Excel chapter 2 (SN) Project 2-3 (SN) Project 2-5 (SN) |
| 3/27-4/2 | Module 11 (D2L) | Excel chapter 3 (SN) Project 3-3 (SN) Project 3-4 (SN) |
| 4/3- 4/9 | Module 12 (D2L) | Excel chapter 4 (SN) Project 4-3 (SN) Project 4-5 (SN) |
| 4/10- 4/16 | Module 12 (D2L) | Excel Chapter 8 (SN) Project 8-1 (SN) Project 8-5 (SN) Excel Exam (SN) Complete Discussion Board 'Excel' (D2L) |
| 4/17- 4/23 | Module 13 (D2L) | *Access chapter 1 (SN) Project 1-2 (SN) Project 2-1 (SN) |
| 4/24-4/30 | Module 14 (D2L) | *Access chapter 3 (SN) *Project 3-2 (SN) Project 3-5 (SN) |
| 5/1-5/7 | Module 15 (D2L) | *Access chapter 4 (SN) Project 4-3 (SN) Project 4-6 (SN) *Access Exam (SN) Complete Discussion Board 'Access' (D2L) |
| 5/8-5/11 | Module 16 (D2L) | Office Integrated Applications Project 1 PowerPoint, Word, Access, Excel (SN) Final Exam (SN) |

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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 [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.

Tips for Success:

The following are important ways to excel in the class:

1. Start your assignments early; don't wait until the day before the due date to get started.
2. Memorize the names of application functions, and the location of the command buttons or keystrokes that will invoke them.
3. 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.
4. 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.
5. Remember that the textbook hands-on exercises have more steps and options than what is provided via the training in SIMnet.
6. 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.
7. Practice the skills. Start your assignments early; don't wait until the day before the due date to get started.
8. Practice the skills you learn thoroughly (do the training steps and complete all the projects).
9. Memorize the names of application functions, and the location of the command buttons or keystrokes that will invoke them.
10. 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.
11. 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.
12. Remember that the textbook hands-on exercises have more steps and options than what is provided via the training in SIMnet.
13. Experiment, fiddle around, "tinker" or "play" with every button on the application.
14. ribbons, or every option found in the menu when right-clicking a document element, to explore options and features not covered in the course.
15. Practice the skills.