



**BCIS 1305-002IN**  
**Business Computer Applications**  
**Spring 2022 - Online**

**Instructor Information:** Bob Mauk, MBA & M. of Accounting  
rmauk@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 Blackboard, 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 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.

### **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 Blackboard gradebook will have all scores as they are accumulated throughout the semester (all individual SIMnet scores are copied to Blackboard so the student can see 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, 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 Blackboard.

**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 Blackboard or other LMS)

### **Student Learner Outcomes (SLO):**

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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 business environment.

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**General Education Core Objectives:**

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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.

<b>Course-Level SLO</b>	<b>Maps to Core Objective</b>	<b>Assessed via this assignment</b>
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

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:**

**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. Please do not text or email during class, it is distracting for you, and your classmates. It is a proven fact that people do not multi-task. What they do is switch rapidly from one task to another, and in the process, they lose focus on what is important, which in this case is paying attention in class.**

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](mailto:agregory2@com.edu).

<b>Course Content*</b> <b>Blackboard (Bb), SIMnet (SN), Discussion Board (DB)</b>	
<b>Week</b>	<b>Assignment</b>
1/17- 1/23	Syllabus Overview, DB Introduction, SIMnet Registration
1/24- 1/30	SN - Intro Chapter – Windows & File Mgmt. Hardware Legal & Ethical Issues Security System Software & Application Software <b>Computer Concepts Exam</b> <b>Bb - Discussion Board</b>
1/31- 2/6	SN - Word Chapter 1: Creating & Editing Documents Word 2019 In Practice Ch.1 Guided Project 1-2 Word 2019 In Practice Ch.1 Independent Project 1-6
2/7- 2/13	SN - Word Chapter 2: Formatting & Customizing Documents Word 2019 In Practice Ch.2 Guided Project 2-1 Word 2019 In Practice Ch.2 Independent Project 2-6
2/14- 2/20	SN - Word Chapter 3: Collaborating with Others & Working with Reports Word 2019 In Practice Ch.3 Guided Project 3-1 Word 2019 In Practice Ch.3 Independent Project 3-6
2/21- 2/27	SN - Word Chapter 4: Using Tables, Columns, & Graphics Word 2019 In Practice Ch.4 Guided Project 4-2 Word 2019 In Practice Ch.4 Independent Project 4-5 <b>Word Exam</b> <b>Bb - Discussion Board</b>
2/28- 3/6	SN – Power Point Chapter 1: Creating & Editing Presentations Power Point 2019 In Practice Ch.1 Guided Project 1-2 Power Point 2019 In Practice Ch.1 Independent Project 1-5

3/7- 3/13	Power Point Chapter 2: Illustrating with Pictures & Information Graphics Power Point 2019 In Practice Ch.2 Guided Project 2-3 Power Point 2019 In Practice Ch.2 Independent Project 2-5 <b>Power Point Exam</b> <b>Bb – Discussion Board</b>
3/14- 3/20	<b>Spring Break – No Class</b>
3/21- 3/27	SN – Excel Chapter 1: Creating & Editing Workbooks Excel 2019 In Practice Ch.1 Guided Project 1-3 Excel 2019 In Practice Ch.1 Independent Project 1-6
3/28- 4/3	Excel Chapter 2: Working with Formulas & Functions Excel 2019 In Practice Ch.2 Guided Project 2-3 Excel 2019 In Practice Ch.2 Independent Project 2-5
4/4- 4/10	Excel Chapter 3: Creating Editing Charts Excel 2019 In Practice Ch.3 Guided Project 3-3 Excel 2019 In Practice Ch.3 Independent Project 3-4
4/11- 4/17	Excel Chapter 4: Formatting, Organizing & Getting Data Excel 2019 In Practice Ch.4 Guided Project 4-3 Excel 2019 In Practice Ch.4 Independent Project 4-5  Excel Chapter 8: Working with Macros Excel 2019 In Practice Ch.8 Guided Project 8-1 Excel 2019 In Practice Ch.8 Independent Project 8-5 <b>Excel Exam</b> <b>Bb – Discussion Board</b>
4/18- 4/24	SN – Access Chapter 1: Creating a Database & Tables Access 2019 In Practice Ch.1 Guided Project 1-2 Access 2019 In Practice Ch.2 Guided Project 2-1

4/25- 5/1	Access Chapter 3: Creating & Using Queries Access 2019 In Practice Ch.3 Guided Project 3-2 Access 2019 In Practice Ch.3 Independent Project 3-5  Access Chapter 4: Creating & Using Forms, and Reports Access 2019 In Practice Ch.4 Guided Project 4-3 Access 2019 In Practice Ch.4 Independent Project 4-6 <b>Access Exam</b> <b>Bb – Discussion Board</b>
5/2- 5/8	Office Integrated Applications Project 1 Power Point, Word, Excel, and Access. <b>Final Exam</b>
<b>Class Ends Sunday, May 8 at 11:55 p.m.</b> Final grades posted by 5/13/22	

## 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](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](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 Holly Bankston at 409-933-8520 or [hbankston@com.edu](mailto: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](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

**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 1<sup>st</sup> 8-week session is March 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 4.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> 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<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> 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.

**COVID-19 Statement:** All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland’s Coronavirus Information site at [www.com.edu/coronavirus](http://www.com.edu/coronavirus). In compliance with Governor Abbott’s May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit [com.edu/coronavirus](http://com.edu/coronavirus) for future updates.

### **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.

## **Collaborative Work**

### **Quizzes, training/exam assignments, and projects must be completed individually.**

The nature of this class requires some collaboration and communication with your peers via discussions and other activities. 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.

### **Access to Computers:**

If you experience personal computer problems or your Internet service provider is offline, 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.

### **Troubleshooting Tips Website:**

For more Blackboard information, tips and troubleshooting, access the Technical Support Knowledge Base. SIMnet technical support options are available through the website.

### **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.