BCIS-1305-201CL-FA2023
Business Computer Applications
Fall 2023
Wednesday 6 pm -8:50 pm

Instructor Information:
Matthew Max Freeman Jr.
mfreeman@com.edu
(409)-933-8311 Main Office

Student hours and location:
ICB 324, TEAMS, Bongo virtual classroom tool, D2L chat, or by email appointment

Monday by appointment only
Tuesday 5:00 pm – 6:00 pm
Wednesday 5:00 pm – 6:00 pm
Thursday by appointment only
Friday by appointment only

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 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. Coursework 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 coursework 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 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. Coursework 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 grader projects that are assigned for each chapter. A list of the skills that are being tested will be provided on the Blackboard for each test and the Final Exam. The application tests will be completed using the 3 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:
50% of the Grade will be SIMnet Exams
30% will be SIMnet Projects
10% will be SimBooks and Lessons
5% will be discussion questions.
5% is the class PowerPoint.

The final grade will be based on the following scale:
• A = 90+% of the total points >= 900
• B = 80% - 89% of the total points 800-899
• C = 70% - 79% of the total points 700-799
• D = 60% - 69% of the total points 600-699
• F = less than 60% of the total points <= 599
Only one attempt will be allowed per examination. No retakes are allowed. Three attempts are allowed for each chapter quiz. The highest grade is automatically accepted.

Late Work, Make-Up, and Extra-Credit Policy:
Missed work immediately receives a "0". Students are responsible for contacting the instructor about making it up. Make-up work will be determined on a case-by-case basis in a manner that the instructor deems fair and equitable to the entire class. Late work normally receives a 20% penalty.
• If accepted, the final day for auto-graded late work will be the day prior to the last day of class.
• If accepted, the final day for manually graded late work will be the Sunday prior to the last day of class.
• The Entrepreneurial Assignment 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.

Attendance Policy:
Attendance in a 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. Attendance in an 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 D2L. Students will receive credit for 'attending' the class each week based on 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.

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.

All electronic communication with the instructor must be through D2L or COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means (no external email). The virtual classroom tool, D2L chat, office phone, and face-to-face meetings are other means of communication. Please allow the faculty 48 business hours to reply to COM email communications.

Table Mapping SLO's, Core Objectives, and Assignments:
Access Exam Critical Thinking Office Integrated Project Personal Responsibility Business Ethics Project Critical Thinking 6. Create databases and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions. Empirical and Quantitative Skills 7. Integrate business software applications 8. Use web-based technologies to conduct ethical business research. 9. Use "goal-seeking" and "what analysis" to solve problems and make adjustments/recommendations in a business environment. 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. https://www.com.edu/student-services/student-handbook.html 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 a proper citation, copying directly from a website and pasting it into your paper, and 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.
10 Types of Plagiarism - YouTube https://www.youtube.com/watch?v=EF5eFeJMplA
How to Avoid Plagiarism in 5 Easy Steps - YouTube https://www.youtube.com/watch?v=WV2-cmi19sg
What is Self Plagiarism - Research Prospect https://www.researchprospect.com/what-is-self-plagiarism/#:~:text=%20Types%20of%20Self %20Plagiari

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:

All Assignments due on Sundays unless Stated Otherwise

Dates	Module	Topic & Activities
Week 1 (Aug. 28 - Sept. 3)	Module 1	Course Overview: Syllabus and Schedule Register for SIMnet(SN) Complete Discussion Board "Introduction"(BB) Intro Chapter-Windows 10, Office 365/2019, and File Management (sn)
Week 2 (Sept. 4 - Sept. 10)	Module 2	Hardware (SN) Legal and Ethical Issues (SN) Security (SN) System Software (SN) Application Software (SN) Computer Concepts Exam (SN) Complete Discussion Board "Computer Concepts" (BB)
Week 3 (Sept. 11 - Sept. 17)	Module 3	Word Ch. 1 Creating and Editing Documents (SN) Word 2019 In Practice Ch.1 Guided Project 1-2 (SN) Word 2019 In Practice Ch.1 Independent Projet 1-6 (SN)
Week 4 (Sept. 18 - Sept. 24)	Module 4	Word-Ch.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 5 (Sept. 25 - Oct. 1)	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 Indpendent Project 3-6 (SN)
Week 6 (Oct. 2 - Oct. 8)	Module 6	Word-Ch. 4 Using Tables, Columns, and Graphics(SN) Word 2019 In Practice - Ch.4 Guided Project 1-2 (SN) Word 2019 In Practice - Ch. 4 Independent Project 4-5 (SN) Word Exam (SN) Complete Discussion Board "Word" (BB)
Week 7 (Oct. 9 - Oct. 15)	Module 7	PowerPoint - Ch. 1 - Creating & Editing Presentation (SN) PowerPoint 2019 In Practice - Ch.1 Guide Project 1-2 (SN) PowerPoint 2019 In Practice - Ch.1 Independent Project 1-5 (SN) Begin working on PowerPoint Presentation Assignment
Week 8 (Oct. 16 - Oct. 22)	Module 8	PowerPoint - Ch.2 - Illustrating with Pictures nd Information Graphics (SN) PowerPoint 2019 In Practice - Ch.2 Guide Project 2-3 (SN) PowerPoint 2019 In Practice - Ch. 2 Independent Project 2-5 (SN) PowerPoint Presentation Assignment (BB) PowerPoint Presentation Discussion Board(upload Presentation to DB in BB due Mar. 11 PowerPoint Exam (SN) Complete Discussion Board "PowerPoint" (BB)
Week 10 (Oct. 23 - Oct. 29)	Module 9	Excel - Ch. 1 - Creating and Editing Workbooks (SN) Excel 2019 In Practice - Ch.1 Guide Project 1-3 (SN) Excel 2019 In Practice - Ch.1 Indepenedent Project 1-6(SN)
Week 11(Oct. 30 - Nov. 5)	Module 10	Excel - Ch.2 - Working with Formulas and Functions (SN) Excel - 2019 In Practice - Ch.2 Guide Project 2-3 (SN) Excel 2019 In Practice - Ch.2 Independent Project 2-5 (SN)
Week 12 (Nov. 6 - Nov. 12)	Module 11	Excel - Ch. 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 13(Nov. 13 - Nov. 19)	Module 12	Excel - Ch. 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 - Ch. 8 - Working with Macros (SN) Excel 2019 In Practice - Ch.8 Guide Project 1-2 (SN) Excel 2019 In Practice - Ch. 8 Independent Project 8-5 (SN) Excel Exam (SN) Complete Discussion Board "Excel" (BB)
Week 14(Nov. 20 - Nov. 26)	Module 13	Access - Ch.1 - Creating a Database and Tables (SN) Access 2019 In Practice - Ch.1 Guided Project 1-2 (SN) Access 2019 In Practice - Ch.1 Guided Project 2-1 (SN)
Week 15 (Nov. 27 - Dec. 3)	Module 14	Access - Ch. 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 - Ch.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 16 (Dec. 4 - Dec. 10)	Module 15	(SN) Access Exam (SN) Complete Discussion Board "Access" (BB)
Week 17(Dec. 11 - Dec. 15)	Module 16	Office Integrated Application Project 1 PowerPoint, Word, Access, Excel (SN) Due May 11

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, and 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.

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, and 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/howtoprevent- 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.

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.