

Course Title: Computer Concepts & Applications (Intro. To Software Applications)
new syllabi will be available soon

Course Number: BIS 1120

Credit Hours: 3.0

Lab Hours: None. Although there are no formal lab hours for this course, students are expected to work at least **six** hours per week outside of class to complete readings, studying, practicing application skills, and completing homework.

Prerequisite(s): None

Course Description: Introduces students to personal computer concepts including hardware, system software, application software, and the Internet. Learn the components of computer systems and develop a broad understanding of computer hardware and emerging technologies. Utilize productivity software such as word processing, spreadsheet, presentation and database. Learn Internet concepts that will allow them to use email systems and currently popular Web browsers to work with Web sites and Internet applications.

Required Text: Course Technology's *Microsoft Office 2010, Sinclair Community College, BIS 1120* by Schaffer, Carey, Parsons and Oja

Required Materials:

- SAM 2010
- USB Drive
- PC with access to Microsoft Office 2010 and broadband Internet connection

Technical Requirements: You are required to use Microsoft Office 2010 for this course. If you do not have access to a computer with Microsoft Office 2010, or Internet access, then lab space is available on campus. Detailed information including open computer lab hours is available at the following link: <http://www.sinclair.edu/technology/labs/ITLabs/>

You may purchase the Professional Edition of Microsoft Office 2010 in the Sinclair Bookstore, or you may purchase the student edition of Microsoft Office 2010 from Microsoft at the following link (please note that you will be required to enter a valid college/university e-mail address):

<http://www.microsoftstore.com/store/msstore/cat/categoryID.37826100>

For additional information go to the Technical Help Page under **Resources** tab.

Faculty Information

Instructor:	Fill in text here...
Department:	Fill in text here...
Course Email:	Please use ANGEL course email
Emergency Email:	Current and recommended practice for most Sinclair faculty is to use your Sinclair email here.
Phone:	Fill in text here...
Office Location:	Fill in text here...
Office Hours (campus):	By appointment
Office Hours (online):	By appointment

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Course Outcomes

General Education Outcomes:

Oral Communication Competency

Organize ideas in a logical and purposeful way, using effective verbal and nonverbal skills to explain those ideas in a variety of oral communication interactions

Values/Citizenship/Community Competency

Exhibit behavior congruent with policies contained in the Sinclair Student Handbook, including the Sinclair Honor Code

Computer Literacy Competency

Utilize electronic mail applications

Utilize Internet applications

Utilize word processing applications

Utilize operating system software and data management skills

Information Literacy Competency

Access information using library resources, electronic resources and/or field resources

Use information legally

Course Outcomes:

- Describe the benefits, limitations, and potential dangers of using computers.
- Identify computer hardware components. Describe system software, and research emerging technologies.
- Use application software to create documents, spreadsheets, presentations, and databases.
- Utilize email, Web browsers, and Internet applications.

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Course Requirements

WEEK	TOPICS	CHAPTERS
1	Introduction & Getting Started	
2	PreTest	
3	Essential Computer Concepts	Essential Computer Concepts
4	Exploring Windows 7	Exploring Windows 7
5	Managing Your Files	Managing Your Files
6	Browser and Email Basics	Browser and Email Basics
7	Getting Started with Office 2010	Getting Started with Microsoft Office 2010
8	Creating a Document	Word Tutorial 1
9	Editing and Formatting a Document Word Exam	Word Tutorial 2
10	Creating a Presentation	PowerPoint Tutorial 1
11	Adding and Modifying Text and Graphics PowerPoint Exam	PowerPoint Tutorial 2
12	Getting Started with Excel Excel Exam	Excel Tutorial 1
13	Formatting a Workbook	Excel Tutorial 2
14	Creating a Database	Access Tutorial 1
15	Building a Database and Defining Table Relationships Access Exam	Access Tutorial 2
16	Wrapping Things Up & Final Exam (Comprehensive)	

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Grading Information

ASSIGNMENT	POINTS
Discussion Forum Posting	5
PreTest in SAM	10
Training and Projects in SAM (19 @ 10 points each)	190
Sim Quizzes in SAM (11 @ 10 points each)	110
Multiple-Choice Quizzes in Angel (13 @ 10 points each)	130
Microsoft Office Application Exams (4 @ 50 points each)	200
Final Exam	100
Extra Credit	???
Total Points	745

GRADING SCALE	POINTS
A (93%-100%)	693 and above
B (84%-92%)	626-692
C (75%-83%)	559-625
D (66%-74%)	492-558
F (below 66 %)	below 492

Late Submission Policy:

All assignments are due by the date and time listed in *When Assignments Are Due*. Refer to the *Activities Checklist* located within each topic's folder for a detailed listing of assigned activities for that particular week. Late submission of an assigned SAM Training and/or Project will result in a 50% reduction in points, and must be completed and submitted within one week of the assigned due date and time. *Tutorial quizzes and exams, including the PreTest and Final Exam, may NOT be completed and submitted past the due date and time.*

Receiving an Incomplete:

An Incomplete ("I" grade) can only be given if you have met all of the following criteria:

- Tested regularly and in accordance with the course schedule and completed all the course requirements up to the campus withdrawal date
- Received a passing grade on all work
- Provided a documented and verifiable reason for being unable to complete the course

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Course Policies

Distance Policies:

- Participation is critical to mastering the material and being successful in this course. Online courses are considered to begin on the first day of the term. In order to show attendance/participation in this course, students are expected to login to the course and complete the first week's activities by 11:55 PM ET on the due date listed in the course.
- Plagiarism and cheating are serious offences and may be punished by failure on an assignment/project/quiz/test, failure in the course, and/or dismissal from the college.

Classroom Policies:

- Attendance and participation are critical to mastering the material and being successful in this course. It is the student's responsibility to make sure that assignments are submitted

appropriately by the date and time in which they are due, and to contact the instructor regarding a missed class. Anyone more than five minutes late to class will be considered tardy. It is the student's responsibility to make sure that he/she is counted present if arriving to class after the instructor has taken attendance.

- Mobile phones and any other electronic devices are to be turned OFF or set to silent during class.
- Classroom computers must only be used for activities pertinent to this course unless prior approval is given by the instructor.
- No children are permitted in the classroom.
- Rude or vulgar language will not be tolerated in the classroom (this includes emails, discussion forum postings, etc.).
- Plagiarism and cheating are serious offenses and may be punished by failure on an assignment/project/quiz/test, failure in the course, and/or dismissal from the college.

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Testing Information

It is very important that every Distance Learning student plan for the testing required in each of his or her Distance Learning courses. How tests are given will vary by course and will vary depending on whether the student lives within a 60-mile radius from campus or beyond a 60-mile radius from campus.

Many courses do not require on-campus, or "proctored" testing, while others do. It is the responsibility of the student to make the appropriate arrangements for completing the testing as required for each of his or her courses. Click each link below to obtain information about testing for Distance Learning courses.

[Distance Learning Testing Overview](#)

[Distance Learning Testing Within or Beyond a 60-Mile Radius](#)

[Testing Center Information](#)

[PDF file about Proctor Information](#)

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Sinclair Policies

Sinclair Academic Policies:

Click the link below to view policies such as dropping a course, withdrawing from college, late registrations, change of schedule, administrative withdrawal, grades, student behavior guidelines, safety and security, academic and other counseling. Understanding these policies is the responsibility of every student.

[Important Sinclair Policies](#)

Sinclair Semester Dates:

Click the link below to view important semester dates such as registration deadlines, payment deadlines, start and end dates for the semester as well as the last day to withdraw with a refund and the last day that withdrawal is allowed.

[Sinclair Semester Dates](#)

Sinclair Honor Code and Academic Integrity Policy:

[Sinclair Honor Code and Academic Integrity Policy](#)

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