

# BIS 1120: Introduction to Software Applications

## Credit Type – Proficiency or Articulated



MIAMI VALLEY  
**TECHPREP**  
CONSORTIUM

<b>Course Description and Learning Outcomes:</b>
<a href="https://www.sinclair.edu/course/params/subject/BIS/courseNo/1120/">https://www.sinclair.edu/course/params/subject/BIS/courseNo/1120/</a>
<b>Faculty Pathway Specialist(s)</b> (Please include name, email and office hours):
Jennifer Romero (please contact <a href="mailto:jennifer.romero@sinclair.edu">jennifer.romero@sinclair.edu</a> for availability )
<b>Resources Needed to Offer Course</b> (software, equipment, books [include ISBN and edition], etc. – please include any associated costs):
Any textbook that covers the required course outcomes can be used.  Sinclair uses: McGraw-Hill Microsoft Office 365/2021 In Practice.  For Proficiency: Students will be tested using Gmetrix software (free to schools and students) which requires high speed internet and test specific files. Students need access to Gmetrix in order to successfully take the exams  <b>*Tech Prep students must test using Office 365/2021</b>
<b>How is the final grade for the course determined?</b> (Please list all required assignments, assessments, etc.)
Articulated: Articulated credit will be awarded if a student passes certification exams for MOS Excel, Word, Powerpoint and Access, OR if their four MOS test scores average 70%. (If preferred, students can take a 14-question proficiency exam via Gmetrix in place of the MOS Access certification exam – please ask Pathway Manager or FPS for more information.)  Proficiency: The final grade for the course is determined by four tasked-based application proficiency exams taken in Gmetrix software. There is one exam over each of these topics: Word, Excel, PowerPoint, and Access. Grade is determined by averaging the four test scores. Sinclair Faculty are responsible for grading- see below.
<b>Who is responsible for grading the required assignments and/or assessments?</b> (faculty or instructor?)
Proficiency Exams are taken in Gmetrix, and teachers will not have access to the system to retrieve scores. Teachers can request test scores from Jennifer whenever needed.
<b>What is the grading scale for the course?</b>
Letter grades are not added to students' transcripts for Articulated Credit.  Proficiency: Standard Sinclair grading scale is used for this course: A-90-100, B-80-89, C-70-79, D-60-69, F below 60.  The exams are managed by the BIS department – teachers will not have administrative access. Students and teachers will have access to a 20-question practice exam that includes 5 tasks from each application. The tasks in the practice test are to allow student to get familiar with the Gmetrix test environment – these tasks may or may not appear in the actual exams. Student can take the practice exam up to 10 times. Each application exam will consist of 30 questions, and students will be allowed 42 minutes to complete each exam (two minutes grace period to mitigate potential network or technical slow down). Exams are available with extended time (1.5 or 2X) for students who qualify for this accessibility accommodations. Application proficiency exams can be taken when the teacher has completed covering the material, or all at once at the end of the academic term – within Tech Prep

<b>Must students access the e-Learn shell regularly to complete requirements?</b>
See above
<b>Does the course require access to YouTube, Google Drive, etc.?</b>
N/A
<b>Additional course details or requirements important for instructors not covered above:</b>
A sample teaching syllabus is provided that models what Sinclair Faculty do in our courses to provide content coverage information, as well as information about what students are expected to know in Word, Excel, PowerPoint, and Access. Teachers should ensure their class list in e-Learn is accurate and complete, and notify the Faculty Pathway Specialist of intention to begin practicing in GMetrix. We would like advance notice of at least one week so that we can create student accounts in GMetrix.
<b>Most common (or popular) degrees this course is in?</b>
Please see list of common degrees attached.

Program Impact Report	
Start Date	End Date
Business Information S	
Program Code	Program Name
BIS-1120 Introduction to Software Applications	
ACC.S.AAS	Accounting
AGM.S.CRT	Agribusiness Greenhouse Management
AGR.S.AAS	Agricultural Sciences
AGR.S.CRT	Agricultural Technology
AGR.S.STC	Agribusiness
BFS.S.CRT	Business Foundations Specialist
BIS.S.AAS	Business Information Systems
BLS.S.CRT	Bioscience Lab Skills
BMS.S.CRT	Business Management
BPAQ.S.AAS	Hospitality Management & Tourism/Bakery & Pastry Arts
BTN.S.AAS	Biotechnology
BUIP.S.CRT	Business Information Systems/Information Processing
BUMS.S.CRT	Business Information Systems/Medical Office Specialist
BUS.S.AS	Business Administration
BUS.S.CRT	Business Transfer
CAO.S.AAS	Hospitality Management & Tourism/Culinary Arts
CC.S.STC	Call Center/Customer Service
CJCO.S.AAS	Criminal Justice Science/Corrections
CJCO.S.STC	Corrections Officer
CJLE.S.AAS	Criminal Justice Science/Law Enforcement
CJLE.S.STC	Law Enforcement
CJLES.S.CRT	Law Enforcement
CJS.S.ATS	Criminal Justice/OPOTA
CM.S.CRT	Culinary Management
COM.S.AA	Communication Studies
COMMJ.S.AA	Multimedia Journalism
COR.S.CRT	Corrections
CPBUS.S.CRT	CPA Exam Eligibility: Business Component
CRWE.S.AA	Creative Writing
CRWE.S.AA	Creative Writing
CSS.S.CRT	Community and Public Services Specialist
CST.S.STC	Customer Service Technician
CTPS.S.STC	Tartan TOPS Program
DA.S.CRT	Data Analytics
DATA.S.AAS	Data Analytics
DIM.S.STC	Data and Information Management
DL.S.STC	Data Literacy Foundation
EBP.S.STC	Entrepreneurship and Business Foundations
ECM.S.ATS	Electrical Construction Management
ENGE.S.AA	English
ENT.S.CRT	Entrepreneurship
ENR.S.AAS	Business Management/Entrepreneurship
FAO.S.AAS	Fire Science Technology/Fire Administration
FORE.S.AA	Modern Languages
FPS.S.STC	Food Production Specialist
FSM.S.CRT	Food Service Management
FST.S.ATS	Firefighter EMT
GBM.S.AAS	Business Management

GUS.S.CRT	Global User Support Technician
HISE.S.AA	History
HLA.S.CRT	Hospitality Leadership and Administration
HMTT.S.AAS	Hospitality Management & Tourism
HMTTL.S.AAS	Hospitality Management & Tourism/Lodging
HMTTM.S.AAS	Hospitality Management & Tourism/Meeting & Event Planning
HRT.S.STC	Health Record Technician
ITFN.S.STC	IT Fundamentals
LST.S.STC	Legal Support Technician
MRK.S.AAS	Business Management/Digital Marketing
MRKTEC.S.CRT	Digital Marketing Technologies
NEMA.S.AAS	Computer Information Systems/Secure System Administration
PAR.S.AAS	Legal Studies
PCB.S.CRT	Business Information Systems/Personal Computers in Business
PLSE.S.AA	Political Science
PRW.S.STC	Professional Writing
PSY.S.AAS	Applied Psychology
PSYE.S.AA	Psychology
REP.S.STC	Re-Entry Preparation
RES.S.AAS	Real Estate
RESPROF.S.STC	Real Estate Sales Professional
RMC.S.STC	Retail Management
RMG.S.CRT	Retail Manager
SA.S.STC	Software Applications for the Professional
SCM.S.AAS	Business Management/Supply Chain Management
SCMC.S.CRT	Supply Chain Management
SFD.S.STC	Supervision Foundations
SMC.S.CRT	Supply Chain Manager
SOCE.S.AA	Sociology
SODE.S.AAS	Computer Information Systems/Software Development
SSA.S.STC	Public Services Assistant
SUP.S.CRT	Computer Support Technician
SWA.S.STC	Social Work Aide
SWT.S.CRT	Social Work Technician
USSU.S.AAS	Computer Information Systems/User Support
UST.S.STC	User Support Technician
WDC.S.STC	Web Design
WEDE.S.AAS	Computer Information Systems/Web Development