

BIS 1120: Introduction to Software Applications

Credit Type – Proficiency or Articulated



MIAMI VALLEY
TECHPREP
CONSORTIUM

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| Course Description and Learning Outcomes: |
| https://www.sinclair.edu/course/params/subject/BIS/courseNo/1120/ |
| Faculty Pathway Specialist(s) (Please include name, email and office hours): |
| Cheryl Reindl-Johnson (please contact cheryl.reindl-johnso@sinclair.edu for availability) |
| Resources Needed to Offer Course (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. |
| *Tech Prep students can test in either the Office 2019 or Office 2021 version for the 23-24 AY but starting 24-25 AY, everyone must be using the Office 2021 version |
| What is the ideal format for course delivery – in person, online or blended? To what extent could this course be offered online if necessary? |
| The course can be run fully online as there are no face-to face meetings required. |
| Proficiency: Students do need access to Gmetrix in order to successfully take the exams |
| How is the final grade for the course determined? (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% |
| 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. |
| Who is responsible for grading the required assignments and/or assessments? (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 Cheryl whenever needed. |
| What is the grading scale for the course? |
| 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 |

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| Must students access the e-Learn shell regularly to complete requirements? |
| See above |
| Does the course require access to YouTube, Google Drive, etc.? |
| N/A |
| Additional course details or requirements important for instructors not covered above: |
| 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. |
| Most common (or popular) degrees this course is in? |
| Please see list of common degrees attached. |

| Program Impact Report | |
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| 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 |
| BM.S.CRT | Business Management |
| BPAQ.S.AAS | Hospitality Management & Tourism/Bakery & Pastry Arts |
| BTN.S.AAS | Biotechnology |
| BUIS.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.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.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 |
| EBPS.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.ATS | Firefighter EMT |
| GBM.S.AAS | Business Management |

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| 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 |
| PSVE.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 |