

# BIS 1120: Introduction to Software Applications

## Credit Type – Proficiency



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):
Cheryl Reindl-Johnson (please contact <a href="mailto:cheryl.reindl-johnso@sinclair.edu">cheryl.reindl-johnso@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 In Practice 2019 Edition, ISBN: 978-1-260-07990-6. In addition, computer and high speed internet to run the Gmetrix software (free to schools and students) and test specific files.
<b>What is the ideal format for course delivery – in person, online or blended? To what extent could this course be offered online if necessary?</b>
The course can be run fully online as there are no face-to face meetings required. Students do need access to Gmetrix in order to successfully run the course.
<b>How is the final grade for the course determined?</b> (Please list all required assignments, assessments, etc.)
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. 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.
<b>What is the grading scale for the course?</b>
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 32 minutes to complete each exam (1 minute per question and 2 minute grace period). 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.



MRKTEC.S.CRT	Digital Marketing Technologies
NEEN.S.AAS	Computer Information Systems/Network Engineering
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	Social Service 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