## BIS 1120: Introduction to Software Applications Credit Type – **Proficiency**



## **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 <u>cheryl.reindl-johnso@sinclair.edu</u> 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 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.

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. Students do need access to Gmetrix in order to successfully run the course.

How is the final grade for the course determined? (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.

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.

What is the grading scale for the course?

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

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.

Start Date	End Date Business Information S V BIS-1120
Program Code ↑	Program Name
	to Software Applications
ABM.S.CRT	Agribusiness Management
ACC.S.AAS	Accounting
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 Bioscience Lab Skills
BLS.S.CRT BM.S.CRT	Business Management
BPAO.S.AAS	Hospitality Management & Tourism/Bakery & Pastry Arts
BSP.S.CRT	Supervisory Skills
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
	ODA Even Elizibilita Business Composed
CPABUS.S.CRT	CPA Exam Eligibility: Business Component
CSS.S.CRT	Community and Social Service Specialist
CST.S.STC	Customer Service Technician
CTP.S.STC	Tartan TOPS Program
DA.S.CRT	Data Analytics
DATA.S.AAS	Data Analytics
DIM.S.STC	Data and Information Management
EBP.S.STC	Entrepreneurship and Business Foundations
ECM.S.ATS	Electrical Construction Management
ENGE.S.AA	English
ENT.S.CRT	Entrepreneurship
ENTR.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
HMTT.S.AAS	Hospitality Management & Tourism
HMTTL.S.AAS	Hospitality Management & Tourism/Lodging & Tourism
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	
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	