McLennan

COMMUNITY

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

BUSINESS COMPUTER APPLICATIONS

BCIS 1305 H3

SHANE CURINGTON & LINDA STANFORD

THIS IS A 16-WEEK, BLENDED COURSE

AN EQUAL OPPORTUNITY INSTITUTION   FALL 2022

Instructor Information:

Shane Curington

- MCC Email: scurington@mclennan.edu
- Office Phone Number: 254-299-8223
- Office Location: Business Technology Building (BTB) 110
- Office/Lab Hours:
    - Mon 11:00 am to 12:30 pm, 2:00 pm to 4:00 pm
    - Tue before/after class
    - Thu 12:30 pm to 2:00 pm
    - Fri 9:00 am to 11:00 am (online only)

Linda Stanford

- MCC Email: lstanford@mclennan.edu
- Office Location: Business Technology Building (BTB) 114
- Office/Teacher Conference Hours:
    - Tue 10:40 am to 11:10 am, 2:00 pm to 3:00 pm, 4:20 pm to 5:20 pm, 6:15 pm to 6:30 pm
    - Wed 12:15 pm to 12:45 pm

Course Description:

Teaches computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics using Microsoft Office, and business-oriented utilization of the Internet.

Required for students taking the Business Field of Study. 3 Semester Hours

Prerequisites and/or Corequisites:

Student must be proficient with Windows functions, mouse use, and keyboarding skills.

Course Objectives and/or Competencies:

During this course, students will:

- Describe the fundamentals of information technology concepts – hardware, software, security, and privacy.
- Demonstrate proper file management techniques to manipulate electronic files and folders in local, network, and online environments.
- Create business documents with word processing software using spelling and grammar check, format and layout, tables, citations, graphics, and mail merge.
- Create business documents and analyze data with spreadsheet software using (1) tables, sorting, filtering, charts and graphics, pivot tables, macros; (2) statistical, financial, logical and look-up functions and formulas; and add-ins.

- Create business multimedia presentations with presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.
- Create databases and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions.
- Integrate business software applications.
- Use web-based technologies to conduct ethical business research.

Core Objectives for Communication:

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Critical Thinking (CT) -- to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information

Communications Skill (COM) -- to include effective development, interpretation, and expression of ideas through written, oral, and visual communication

Teamwork (TW) -- to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Personal Responsibility (PR) -- to include the ability to connect choices, actions, and consequences to ethical decision-making

This course incorporates the above core objectives by encompassing creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information as well as providing information regarding effective development, interpretation, and expression of ideas through written (reports), oral (presentations) and visual (presentations) communication. Furthermore, empirical, and quantitative skills are obtained while learning software which includes the manipulation and analysis of numerical data or observable facts. This class includes promoting the ability to consider different points of view and to work effectively with others to support a shared purpose or goal while including intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities. Topics studied incorporate the ability to connect choices, actions, and consequences to ethical decision-making.

Lecture Course Outline or Schedule:

Subject to Change

Week #	Start Date	Topic / Assignments
1	8/22	Syllabus and Introduction Getting Started with MindTap Introduction to Technology for Success Discussion: Benefits of Technology
2	8/29	Concepts Module 1: Impact of Digital Technology Introduce Group Project Group Setup and Team Operating Agreement (TOA)
3	9/5	Labor Day Holiday
4	9/12	Concepts Module 3: Computer Hardware Assignment: Buying a computer Group Project: Business Plan
5	9/19	Concepts Module 4: Operating Systems and File Management Concepts Module 5: Software and Apps Group Project: Logo and Graphics
6	9/26	Concepts Module 2: The Web Concepts Module 10: Networking Group Project: Brochure
7	10/3	Concepts Module 6: Security and Safety Concepts Module 11: Digital Communication Group Project: Financial Spreadsheets
8	10/10	Concepts Module 14: Digital Ethics and Lifestyle
9	10/17	Group Work
10	10/24	Group Work
11	10/31	Database Lecture
12	11/7	Soft Skills: Giving Business Presentations
13	11/14	Group Work

Week #	Start Date	Topic / Assignments
14	11/21	Thanksgiving Holiday
15	11/28	Group Presentations on 11/30
16	12/5	Project Deliverables Due on 12/5 before 12:00 pm

Lab Tentative Schedule

Date of Class	Unit	In - Class Activities	Homework Assignments for the Week – Due the next Wednesday
8-24	Unit 1	Orientation to BCISL 1305; Read Instructor Plan; Get into Mind Tap; ***************** PowerPoint Presentation Concepts: Planning, Developing, and Giving a Presentation PowerPoint Mod 1 Creating a Presentation	Read PowerPoint Presentation Concepts: Planning, Developing, and Giving a Presentation and PowerPoint Module 1 ***************** Complete Mind Tap Training for PowerPoint Module 1 (optional)
8-31	Unit 2	Introduction to PowerPoint Presentation Concepts Module 2 ***************** Introduction to Word Module 1 functions	Read PowerPoint Modules 2 and Word Module 1 ***************** Complete Mind Tap Training for PowerPoint Module 2 (optional) ***************** Complete Mind Tap Training for Word Module 1 (mandatory)
9-7	Unite 3	Take SAM Exam over Word Module 1; **Turn in PowerPoint Presentation for grading** ******* ********** Introduction to Word Module 2 functions	Read Word Module 2 ***************** Complete Mind Tap Training for Module 2
9-14	Unit 4	Take SAM Exam over Word Module 2; ***************** Introduction to Word Modules 3 & 5	Read Word Module 3 & 5 ***************** Complete Mind Tap Training for Modules 3 & 5

Date of Class	Unit	In - Class Activities	Homework Assignments for the Week Due the Next Wednesday
9-21	Unit 5	Take SAM Exam over Word Module 3;& 5 ***************** Introduction to Word Module 6 functions	Read Word Module 6 ***************** Complete Mind Tap Training for Module 6
9-28	Unit 6	Take SAM Exam over Word Module 6 ***************** Introduction to Excel Module 1	Read Excel Module 1 ***************** Complete Mind Tap Training for Excel Module 1
10-5	Unit 7	Take SAM Exam over Excel Module 1 ***************** Introduction to Excel Module 2	Read Excel Module 2 ***************** Complete Mind Tap Training for Excel Modules 2
10-12	Unit 8	Take SAM Exam over Excel 2 ***************** Introduction to Excel Module3 & 4	Read Excel Module 3 & 4 ***************** Complete Mind Tap Training for Excel Module 3 & 4
10-19	Unit 9	Take SAM Exam over Excel Module 3 & 4 ***************** Introduction to Excel Modules 5 **October 24, 2022, is the last day a student may drop a class**.	Read Excel Module 5 ***************** Complete Mind Tap Training for Excel Module 5
10-26	Unit 10	Take SAM Exam over Excel Modules 5 ***************** Introduction to Excel Module 7, 8, 9 .10	Read Excel Module 7, 8, 9 10 ***************** Complete Mind Tap Training for Excel Module 7, 8, 9, 10
11-2	Unit 11	Take SAM Exam over Excel Module 7, 8, 9, 105 ***************** Introduction to Access Module 1	Read Access Modules 1 ***************** Complete Mind Tap Training for Excel Modules 1

Date of Class	Unit	In - Class Activities	Homework Assignments for the Week Due the Next Wednesday
11-9	Unit 12	Take SAM Exam over Access Module 1 **************** Introduction to Access Module 2	Read Access Module 2 **************** Complete Mind Tap Training for Access Modules 2
11-16	Unit 13	Take SAM Exam over Access Modules 2 **************** Introduction to Access Modules 3 & 4 & 8	Read Access Modules 3 & 4 & 8 **************** Complete Mind Tap Training for Access Modules 3 & 4 & 8
11-23 – 25		Thanksgiving – No class	
11-30	Unit 14	Take SAM Exam over Access Modules 3 4 & 8 ****************	
12-5 to 12-8	Finals	No Final	

View important college dates here: https://www.mclennan.edu/events/index.html

**Important calendar items:

9/5 – Labor Day

10/25 – Last Day for Student-Initiated Withdrawals from 16-Week Classes

10/31 – Halloween

11/23 to 11/25 – Thanksgiving

12/7 – Grades due for graduates

12/9 – Grades due for non-graduates

Course Grading Information:

Final Grades are not rounded; you receive what you earn

Grade Category		Grading Scale	
Introduction	10%	90-100	A
Computer Concepts	20%	80-89.9	B
Lab Assignments • Exams 30% • Assignments 10%	40%	70-79.9	C
Group Project and Presentation	30%	60-69.9	D
		0-59.9	F

The lab grade will form 40% of the total BCISL 1305 grade. This grade will derive from Module Exams to test student skills: (1) Presentation Software (2) Word Processing, (3) Spreadsheets, and (4) Databases. The exams will come from material covered in the tutorials, the text, and review questions. Final grade will be posted as part of the BCIS 1305 course grade and will be available to the student on WebAdvisor twenty four hours after the lecture class' final exam.

Application Exams   30%
Class Assignments   10%

Course Notes and Instructor Recommendations:

This class is meant as a survey of how computers have changed our society, what they entail, and to sensitize students to their potential strengths and weaknesses. The material in this course is not intended to be difficult or highly technical to grasp. Instead, it is laid out as a survey course. The key to success in this course is to keep up with the readings, complete the assigned tutorials, and take the module SAM exams on time. It is the student's responsibility to keep up with the material. Moreover, as with any college class and work project, it is important that you complete your assignments on time and per the specifications. From previous experience, I have observed that students who do well in the class are not those who have been around a computer longer but those who read and follow the instructions, and grow from the process.

As I mentioned before, I want you to learn the material and be comfortable with the use of computers. As the Professor, I will work with you, the student, to help make this experience happen. However, you need to take the initiative in completing the work and in letting me know where you are having troubles. There is no such thing as a dumb question except for the one that is never asked.

Look forward to our semester together!

Students will be informed of any amendments and corrections by an updating of the Syllabus/Instructor Plan and Tentative Schedule on the course Brightspace site. Any printed copy may not be the most current. The online Syllabus/Instructor Plan and Tentative Schedule posted on the Brightspace course site is the applicable version and will be used as course policy by the instructor.

Required Text & Materials:

- Cengage Unlimited, 1 term (4 months), ISBN: 9780357700006
- MCC Bookstore Website: http://www.mclennan.edu/bookstore
- Portable Hard Drive or Thumb Drive with a minimum 32 GB capacity
- Software: Web Browser, Microsoft Office 2019, or Microsoft Office 365 (desktop version)
- Hardware: PC based computer with (Windows 10 preferably) meeting MCC minimum specifications with the ability to use Brightspace, MindTap, and Microsoft Office applications.

***IMPORTANT: A Mac or Chromebook will not work for the Microsoft assignments in this course.

Office 365:

McLennan Community College now provides students, faculty & staff the ability to sign up for and download Microsoft Office 365, for free!

Please view the linked instructional video, which gives you instructions for signing up, downloading, and installing Microsoft Office 365.

Click here to view the instructional video.

Click here to sign up.

Methods of Teaching and Learning:

Lecture

Students are expected to have read all assigned readings before coming to class or lab. Student progress will be assessed through exercises, homework, online discussions, projects, group work, or exams.

All submitted assignments must be typed (if applicable) as handwritten work will not be accepted.

The exams may include multiple choice, fill-in the blank, short answer, discussion, and problem-solving questions that focus on concept and application. You are responsible for all material in the required textbook chapters and any additional readings as well as any information from class lectures, labs, and assignments. All material covered in class or assigned as homework is fair game for inclusion in an exam.

For work done in teams, each team member may be asked to complete an evaluation of their teammates' contribution to the team assignments. If a team member is not contributing sufficiently, their grade for the team assignment may be reduced accordingly.

Lab

The CIS department has online and hybrid courses that are designed with the same standards of academic excellence as the face-to-face classes that meet on campus. This course is a blended class. In order to be successful in this course, students should be willing to put in additional time on their own to make up for the hour and twenty minute class you are not attending in the classroom. This course requires at least the same level of rigor as a traditional course and additionally requires that the student can work independently, solve problems, communicate and participate in a professional manner.

A.   Lab Assignments (10% of the course grade): These assignments give students an opportunity to apply the skills they will learn in the lab classes. When you have completed your exams in class, you will need to start on the next Module doing the Training sessions in Mind Tap. If you do not complete all of the training exercises, you will need to complete them outside of class. A Professionalism Grade will be assessed during the semester. You will begin with 100 points. Using your phone in class will be a minus 10 points for each use. Please keep phone put away.

B.   Lab Exams (30% of the course grade): There is an exam for each Module to assess student's ability to handle the skills and software tools presented in the lab sections. The specific dates for each lab exam are posted in the tentative schedule in the Brightspace course and in the paper copy of the Tentative Schedule.

Late Work, Attendance, and Make Up Work Policies:

All assignments are due on the day they are due. Assignments received after the due date may be assessed a penalty of ten percent (10%) per week in which they are late and may not be submitted one (1) week after the due date unless approved by the instructor. Students are responsible for all assignments even if they are absent on the due date.

Online discussions are designed to mimic class discussion on a topic and failure to complete a discussion by the due date will result in an automatic zero for the discussion as that is equivalent to missing a class discussion.

Make-up exams, quizzes and other assignments are only allowed in the event of a college excused absence or as otherwise scheduled with the instructor. It is the student's responsibility to inform the instructor beforehand, or in the event of an emergency, immediately afterward, so that other arrangements can be made. The student must initiate scheduling any make-up exams, quizzes, or any other assignments with the instructor. Exams, quizzes, or other assignment will be assigned an automatic zero (0) unless they are scheduled with the instructor for completion later.

Students who fail to submit any graded assessments for two (2) consecutive weeks in a 16-week course, or for one (1) week in an 8-week course, will be dropped from the course.

Attendance for online students is determined by the student performing an academic activity, such as submitting an assignment or taking a quiz. Only logging into the course management system is not sufficient to count as attendance for an online class.

Every lab class in this course builds on the previous lesson. Therefore, students must attend at least 75% of scheduled time Students will be dropped from the class after exceeding 25% absence rate (the equivalent of four classes).   BCIS 1305 is a blended class –We will have lab class on Wednesdays from 12:45 to 2:05 p.m. Attendance will be taken at each of these classes. Attendance for the blended portion will be taking when you complete the Training Modules. You are only entitled to 25% absences which is 4 absences. Those absences will be a combination of the face-to-face classes and the blended part which is done on your own. When you reach 4 absences from the face-to-face classes and the blended part, you will be dropped from the class. **Class attendance for the lab will be taken at 12:45. If you choose to leave class before the class is dismissed, you will be counted absent for that class period. I will handle special needs individually. You will be assessed minus 10 points from you Professionalism Grade for each unexcused absence and minus 5 points for each tardy. Special cases will be handled individually after discussed with the professor.**

The lab exams will be given at the beginning of the class. When you finish your exam, you may start working in Mind Tap on the next chapter. Lecture over the assigned Modules will begin when everyone is finished with the assign exams.

Last day to drop with a W is <u>October 25, 2022</u>. **If a student wants to drop the class for any reason and at any point in semester, it is his or her responsibility to contact the instructor in order to do so. The student must email the instructor so that the instructor can process a drop for the registrar.** I do not mind processing the drop to save the student a trip to campus

BUT *it is student's responsibility to politely ask instructor to do so. Email must state that you want me to drop you AND WHY.* Please have your full name as well as student ID in signature of email. DO NOT provide your social security in email. IF YOU DO NOT CONTACT INSTRUCTOR YOU WILL NOT BE DROPPED AND WILL RECEIVE THE GRADE YOU EARNED AT END OF SEMESTER.

Late work will not be accepted without written proof of an emergency. Make-up exams are not permitted without written proof of extraordinary circumstances. If a make-up exam is allowed it must be taken on campus in the MicroLab in the BT building 103.

It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion. Moreover, it is the student's responsibility to keep up with missed material. Finally, due dates will not be modified by absences**. If you miss an exam, you will need to bring with you a doctor's excuse or other form to show that you had some sort of an emergency for me to reset the exam for you.**

E-mail is our primary form of communication. I will not call you unless you ask me to. When emailing your instructor**, please put BCIS 1305.H3 in the subject line.** I will be able to know that you are emailing me for this class.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

You are encouraged and expected to ask questions and to interact with the instructor regarding relevant issues. However, personal conversations and "chatter" not related to the course will not be tolerated as this practice is very distracting and rude to your fellow students as well as to the instructor.

When meeting via Zoom, participation is greatly encouraged, and clothing is required. Please keep your video on to create more of a presence in the meetings. However, be mindful that you can be seen. If needed, please feel free to stop your video and rejoin with video when you are able. We also ask that you observe Zoom etiquette when in class by turning your mute on when you are not active in the conversation to reduce background noise.

Students are expected to have read assignments completely before class or lab.

Turn off cell phones, pagers, or other mobile communication devices when class or lab starts.

Student Responsibility:

All students will be treated as adults, which means you are ultimately responsible for your education. Please take note of the following:

- The course instructor(s) may not remind you when assignments are due.
- The course instructor(s) may not request you attend class or lab.

- The course instructor(s) may not tell you what is on an exam. Any material in the book or covered in class or lab is fair game for inclusion in an exam.
- The course instructor(s) expect you to plan accordingly.

However, the course instructor(s) will also be the biggest advocate for you in your educational journey.

MCC Academic Integrity Statement:

https://www.mclennan.edu/academic-integrity

The link above will provide you with information about academic integrity, dishonesty, and cheating.

While collaboration between students is welcome to facilitate learning, each student's work must be their own. Representing another student's work as your own will result in a zero (0) for the assignment and possible "F" for the course.

MCC Attendance/Absences Policy:

https://www.mclennan.edu/highlander-guide/policies.html

Click on the link above for the college policies on attendance and absences.

Students are expected to be punctual and attend all scheduled class or lab sessions.

Students are responsible for all class or lab work, assignment due dates, and other information given during any regularly scheduled class or lab periods. Students are also responsible for obtaining assignments, instructions, class notes and any other material that was missed due to tardiness or absence, from other students.

Students who are absent from class or lab for a college excused event may make-up exams, quizzes, and other assignments within one week of the excused absence or as scheduled with the instructor.

Students are expected to arrive to class and/or lab on time and to remain in the classroom for the duration of the class or lab. Leaving and re-entering the room after class or lab has started is distracting both to the students and to the instructor.

Students who have missed 25% of the cumulative scheduled classes for the semester or have been absent for two (2) consecutive weeks, will be dropped from the course. Attendance is determined for online classes by completing an "academic event", which is defined as submitting an assignment, completing a quiz, or logging into the course management system to read course related material.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the course management system, unless otherwise noted by the instructor in the course syllabus.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:

https://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf

McLennan Community College would like to remind you of the policy regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

All assignments must be uploaded to the course management system to receive a grade. Do not email assignments to the instructor(s) unless directed as assignments emailed to the instructor(s) will not be graded.

All communication from the instructor(s) regarding this course will be through the course management system or university email. You need to check the course management system and your email at least twice each day, once before class and once in the evening.

General response time for email is 24 hours Monday through Friday. The instructor(s) may or may not answer email on weekends or holidays.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails.

Forwarding Emails:

You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters. Emails lost or placed in junk mail or caught by spam filters may adversely affect your grade as they may contain pertinent information concerning assignments, exams, or other course assessment activities.

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student

and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator.

For additional information, please visit https://www.mclennan.edu/disability

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

- disabilities@mclennan.edu
- 254-299-8122
- Room 319, Student Services Center

Student Support/Resources:

https://www.mclennan.edu/campus-resource-guide

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at the web address listed above.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to the above web address to find out more about the emergency grant.

The application can be found here: https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf

Title IX:

https://www.mclennan.edu/titleix

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police

Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

Any student or employee may report sexual harassment anonymously by visiting the following website: http://www.lighthouse-services.com/mclennan/

McLennan's Title IX webpage contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

McLennan
C O M M U N I T Y
C O L L E G E

ACADEMIC RESOURCES/POLICIES

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Go to McLennan's Title IX webpage at https://www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you

or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

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A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to https://www.mclennan.edu/student-email/.

Instructional Uses of Email:
Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:
The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- Email Setup for iPhones and iPads
- Email Setup for Androids

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to MCC's Tech Support Cheat Sheet or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.