McLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Business Computer Information Systems

BCIS 1305 – 050

Dr. Becky Sue Parton

NOTE: This is a 16-week course.

NOTE: This is a Face to Face course.

Course Description:

BCIS 1305 Business Computer Applications (3 SCH version) Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet. (BCIS 1305 is included in the Business Field of Study) Semester Hours: 3(2 lec/2 lab).

Prerequisites and/or Corequisites:

None

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. Key to success in this course is to keep up with the readings, complete the assigned tutorials, and take the chapter reviews on time. It is the student's responsibility to keep up with the material. Students will be informed of any amendments and corrections by an updating of the Syllabus/Instructor Plan on the course Brightspace site. Any printed copy may not be the most current. The online Syllabus/Instructor Plan posted on the Brightspace course site is the applicable version and will be used as course policy by the instructor

Instructor Information:

Instructor Name: Dr. Becky Sue Parton
MCC Email: rparton@mclennan.edu
Office Phone Number: 254-299-8269
Office Location: Business Technology 113
Office/Teacher Conference Hours:

    Mondays   1:30 – 5:30
    Wednesdays   10:00 – 11:00
    Thursdays   10:00 – 11:00
    Or by appointment

Required Text & Materials:

Title: Cengage unlimited ISBN: **Carey/Pinard/Shaffer/Shellman/Vodnik - MindTap for Carey/Pinard/Shaffer/Shellman/Vodnik's The New Perspectives Collection, Microsoft® Office 365® & Office 2019, 1 term Printed Access Card**
| 9780357042670 **IAC** 9780357026205

Instant ACCESS CODE for the Bookstores		
DURATION	ISBN	MSRP PRICE
4 months (1 sem.)	9780357700006	$119.99
12 months	9780357700013	$179.99
24 months	9780357700020	$239.99

There are many other courses at MCC that use Cengage.

You will also need the following:
- Flash drive (often called a USB drive) or cloud drive this can be shared with other courses.
- Microsoft Office 2016/Office 365 (provided by MCC for free).

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Methods of Teaching and Learning:

This course is a traditional face-to-face course but online work is the focus.

Course Objectives and/or Competencies:

Core Objectives for Communication:

Courses in this category focus on developing ideas and expressing them clearly, considering theeffect 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 thatenable 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 expressionof ideas through written, oral and visual communication
- **Teamwork (TW) --** to include the ability to consider different points of view and to workeffectively with others to support a shared purpose or goal
- **Personal Responsibility (PR)** -- to include the ability to connect choices, actions andconsequences to ethical decision-making

This course incorporates the above core objectives by encompassing encompass creative thinking, innovation, inquiry, and 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 connectchoices, actions and consequences to ethical decision-making.

Learning Outcomes/Course Competencies:

Learning Outcomes: Upon successful completion of this course, students will:

1. Describe the fundamentals of information technology concepts – hardware, software, security,and privacy.
2. Demonstrate proper file management techniques to manipulate electronic files and folders inlocal, network, and online environments.
3. Create business documents with word processing software using spelling and grammar check,format and layout, tables, citations, graphics, and mail merge.
4. Create business documents and analyze data with spreadsheet software using (1) tables, sorting, filtering, charts and graphics, pivot tables, macros; (2) statistical, financial, logical andlook-up functions and formulas; and (3) add-ins.
5. Create business multimedia presentations with presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.
6. Create databases and manage data with database software using tables, fields, relationships,indexes, keys, views, queries, forms, reports, and import/export functions.
7. Integrate business software applications.
8. Use web-based technologies to conduct ethical business research.
9. Use "goal seeking" and "what-if analysis" to solve problems and make adjustments/recommendations in a business environment.

Late Work, Attendance, and Make Up Work Policies:
Assignments are to be submitted on time. If you have an extenuiating circumstance, please communicate with me (in advance whenever possible) and we will work out a solution. That solution will often involve a point deduction so it is in your best interest to submit on time.

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. As an adult, you are responsible for your education though I am here to support you! Please silence your cell phones.

**Click Here for the MCC Attendance/Absences Policy
(https://www.mclennan.edu/highlander-guide/policies.html)**

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, *faculty are required to drop students from their class roster prior to certifying the respective class roster.* A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Students are responsible for all class work regardless of attendance. Since this course is a face to face format, the following division policy is in place: Students enrolled in face-to-face courses are expected to attend class. Students will sign in when they arrive. The official record for student attendance is Brightspace and the instructor will update it within 24 hours of the class. If a student fails to appear for face-to-face sessions in the period prior to the census date, the instructor will drop the student for failure to attend even if they complete accessible assignments in Brightspace. Past census date, for a student to remain in a face-to-face course, they must regularly attend class. If a student misses more than 25% of class meetings prior to the 60% point of the term, the instructor will withdraw the student from the course. If a student misses more than 25% of class meetings and the class is past the 60% point for the term, the instructor will NOT withdraw the student. The student is assigned the grade earned for the course. If a student attends class meetings but does not complete assignments, they remain in the course and are awarded the grade earned at the end of the term. Absences are excused in accordance with MCC policy which includes (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in Section IV of this policy..
https://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf Students are required to file a written or electronic request with each instructor for an excused absence in a timely manner.

Business Computer Application
BCIS 1305-050

Week of:	Focus	Lecture	Lab	Assignments & Due Date
Aug. 21		Syllabus / Welcome	Power Point (tips day)	Introductions (in class) **Power Point Exercise due 8/28**
Aug. 28	**Word**	Module 1 – Digital Tech	Word 1	Module 1 Quiz due 9/11 Lab - Word 1 (Training & Exam)
Sept. 4		Labor Day – no class!		
Sept. 11		Module 2 – The Web	Word 2 (tips day)	**Lecture Assignment #1 due 9/25** Module 2 Quiz due 9/18 Lab – Word 2 (Training & Exam)
Sept. 18		Module 3 – Computer Hardware	Word 3	Module 3 Quiz due 9/25 Lab – Word 3 (Training & Exam)
Sept. 25		Module 4 – Operating System & File Management	Word 5 & 6 **In Class Word Exercise!**	Module 4 Quiz due 10/2 Lab – Word 5 & 6 (Trainings & Exams)
Oct. 2	**Excel**	Module 14 – Digital Ethics	Excel 1	Module 14 Quiz due 10/9 Lab – Excel 1 (Training & Exam)
Oct. 9		Module 5 – Software & Apps	Excel 2 (tips day)	Module 5 Quiz due 10/16 Lab – Excel 2 (Training & Exam)

Date		Topic	Lab	Assignments
Oct. 16		Module 6 – Security & Safety	Excel 3 & 4	**Lecture Assignment #2 due 10/30** **Lab – Excel 3 & 4 (Trainings & Exam)**
Oct. 23		Work on lecture assignment	Excel 5, 7, & 8	**Module 6 Quiz due 10/30** **Lab – Excel 5, 7, 8 (Trainings & Exams)**
Oct. 30		Module 10 - Networking	Excel 9, 10, & 11 **In Class Excel Exercise!**	**Module 10 Quiz due 11/6** **Lab – Excel 9, 10, 11 (Trainings & Exams)**
Nov. 6	**Access & Project**	Team Project Workday	Access 1 & 2 (tips day)	**Lab – Access 1 & 2 (Trainings & Exams)** **Due 11/13**
Nov. 13		Module 12 – Digital Transformation	Access 3, 4, & 8 **In Class Access Exercise!**	**Module 12 Quiz due 11/20** **Lab – Access 3 & 4 (Trainings & Exams)**

Nov. 20		**Presentation Day!!** (In class)		**Lecture Assignment # 3 due 11/27**
Nov. 27		*Optional in person class* **Work on lecture assignment**	**Make-up Time for Exercies**	
Finals Week		**Final Exam Online Due Dec 4!**		

Course Grading Information:

BCIS 1305 – Grades

Area	Category	Overall % of Grade	# of Assignments	Each item %	Point Conversion
Lecture	**Lecture Papers**	**15%**	**3**	**5%**	**50 * 3 = 150**
	Lecture Exams & Intro	**20%**	**10 (9 exams; 1 intro)**	**2%**	**20 * 10 = 200**
	Team Presentation	**10%**	**1 (PPT present + Team Plan)**	**10%**	**100 * 1 = 100**
	Final Exam	**5%**	**1**	**5%**	**50 * 1 = 50**
Lab	**Lab Training**	**20%**	**20**	**1%**	**10 * 20 = 200**
	Lab Exams	**20%**	**20**	**1%**	**10 * 20 = 200**
	Participation Exercises	**10%**	**4 (PPT, Word, Excel, Access)**	**2.5%**	**4 * 25 = 100**
	Total	**100%**	**60!**		**1000 points**

Grade		Average
A	Excellent/Superior Performance	90-100
B	Above Required Performance	80-89
C	Minimum Required Performance	70-79
D	Below Required Performance	65-69
F	Performance Unacceptable	0-64

McLENNAN COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

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

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

disabilities@mclennan.edu 2542998122   Room
319, Student Services Center

Title IX:

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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/. Go to McLennan's Title IX webpage at 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.

Student Support/Resources:

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

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (https://www.mclennan.edu/academic-support-and-tutoring/).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

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 https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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 notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) 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. For more information about your student email account, go to www.mclennan.edu/studentemail.

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.