

Business Computer Applications

BCIS 1305-B003



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Business Computer Information Systems**

**BCIS 1305 – B003**

**Dr. Becky Sue Parton**

**NOTE: This is a 16-week course.**

**NOTE: This is a Blended/Hybrid course.**

## Business Computer Applications

BCIS 1305-B003

### **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](mailto: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 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

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This course incorporates the above core objectives by encompassing 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 connect choices, 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 in local, 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 and look-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.

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Week of:	Focus	Lecture (Mondays)	Lab (Wednesdays)	Assignments & Due Date
Aug. 21		Syllabus / Welcome	Power Point (tips day)	Introductions (in class)  <b>Power Point Exercise due 8/28</b>
Aug. 28	<b>Word</b>	Module 1 – Digital Tech	Word 1	Module 1 Quiz due 9/11  Lab - Word 1 (Training & Exam)
Sept. 4		Labor Day – no class!	Introduce lecture assignments	Lecture Assignment #1 due 9/25
Sept. 11		Module 2 – The Web	Word 2 (tips day)	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  <b>In Class Word Exercise!</b>	Module 4 Quiz due 10/2  Lab – Word 5 & 6 (Trainings & Exams)
Oct. 2	<b>Excel</b>	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)


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Oct. 16		<i>No in person class</i>  Work on lecture assignment	Excel 3 & 4	<b>Lecture Assignment #2 due 10/30</b>  Lab – Excel 3 & 4 (Trainings & Exam)
Oct. 23		Module 6 – Security & Safety	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  <b>In Class Excel Exercise!</b>	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  <b>In Class Access Exercise!</b>	Module 12 Quiz due 11/20  Lab – Access 3 & 4 (Trainings & Exams)

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Nov. 20		<b>Presentation Day!!</b> <b>(In class)</b>	 <b>Happy Thanksgiving</b> <i>Individual appts.</i>	Lecture Assignment # 3 due 11/27
Nov. 27		<i>Optional in person class</i> <b>Work on lecture assignment</b>	Make-up Day	
Finals Week		<b>Final Exam Online</b> <b>Due Dec 4!</b>		

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**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.*

*I generally respond to email within 24 hours Monday-Friday. If you email on the weekend or a holiday, it will likely be the following business day before I reply.*

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

**(<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 blended format, the following division policy is in place: To be counted as attending BEFORE the census date, a student must complete and submit at least ONE assignment. Discussion boards, the first set of homework, etc. are considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing content does NOT count. Any student who fails to complete and submit at least one assignment prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work module, they have "attended" and will not be withdrawn. If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.



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## BCIS 1305

### 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%	$4 * 25 = 100$
	<b>Total</b>	<b>100%</b>	<b>60!</b>		<b>1000 points</b>

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

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F	Performance Unacceptable	0-64
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Updated 07/18/2023



## **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](http://www.mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto: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](mailto: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/](http://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](mailto: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](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto: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](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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://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](http://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](mailto: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](mailto: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.