

Updated 07/18/2023



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Business Computer Applications

BCIS 1305 O082

Cynthia Wagner

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NOTE: This is a 8-week course.

NOTE: This is an Online 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. Moreover, as with any college class and work project, it is important that you complete your assignments on time and per the specification. 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 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 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: Cynthia Wagner

MCC Email: cwagnerf@mclennan.edu

Office Phone Number: 254-299-8254

Office Location: Business Technology Building 111

Office/Teacher Conference Hours: To be determined first week of class and posted in Brightspace and outside my office door.

Other Instruction Information: BBA in ISY/MGT from Baylor University and MS in IS from Tarleton University.

Required Text & Materials:



① REQUIRED

MindTap for Cengage's New Perspectives Collection, Microsoft 365 & Office 2021, 1 term Instant Access

Edition: 1st

ISBN: 9780357671993

Author: Cengage Cengage

Publisher: Cengage Learning

Formats: TXT

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 to include Word, Excel, Access, PowerPoint
- *** ** 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.

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

Methods of Teaching and Learning:

The CIS department has online, hybrid and Hyflex courses that are designed with the same standards of excellence as our face to face classes that meet on campus. This course is an online class, which will require more study and student effort than is usually required in a traditional face-to-face course. In order to be successful in this course, students should be willing to put in at least twice as much time as they would spend in a face-to-face section because it will require more reading, research and online collaboration. 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. This class has lecture quizzes and written assignments as well as a lab component and a group project.

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

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.

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*.

Business Division Online and HyFlex policy:

To be counted as attending BEFORE the census date, a student must complete and submit at least ONE assignment. Discussion boards, syllabus quizzes, 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.

How I take attendance for this class

I will take attendance based on the completion of the lecture quiz everyweek, Week one that is the orientation quiz. On the week the project is introduced attendance will be taken if you team turns in and gets your project approved. If there is no quiz in the lecture but a written assignment that is how attendance will be taken. The week projects are due attendance will be based on your team evaluation. The last week attendance will be based on your Access assignment.

Being withdrawn or dropped fro a class

Drop Withdraw policy

It is important for students to understand the difference between a drop and a withdraw from a course. MCC's definition of a **Drop**: On or prior to the course census date a student is removed from the course without a grade and the removal does not affect the student's six-course withdraw limit nor does it appear on the student's academic transcript. Likewise the definition of a **Withdraw**: After the census date a student is removed from the course and given a final grade of a "W" for the course. The withdrawal is included in the six-course limit unless (1) the student withdraws from all courses or (2) the withdrawal is an approved exemption.

Every class in this course builds on the previous lesson. participation in online assignments and their promptness at completing projects **not how often you log into Brightspace. Until the census date (see announcements in Brightspace)**, if student has not done any assignments, and/or not attempted to contact teacher by phone, in person, and/or email, the instructor will assume he/she does not intend to take the course and will drop you automatically, no questions asked.

Last day to withdraw with a W is TBA. **If a student wants to withdraw from the class for any reason and at any point in semester until this date, 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 WITHDRAWN AND WILL RECEIVE THE GRADE YOU EARNED AT END OF THE SEMESTER.

Course Outline or Schedule:

The below course outline is a **tentative schedule** and the instructor reserves the right to modify as necessary. If this schedule and the dates on the learning units under assignments differ the learning unit dates are the dates when assignments will be due. Any Changes will be posted on Brightspace in announcements.

Items highlighted in yellow is how attendance grade will be taken.

Updated 07/18/2023

DATE Due		LECTURE ASSIGNMENT				LAB ASSIGNMENT	
10/19	unit 1	Purchase textbook Watch getting started with Technology for Success Computer Concepts in MindTap Under Course Orientation	Discussion board to Introduce Yourself (in Brightspace)	Orientation quiz Conformation Agreement		Read and complete PowerPoint handout. (in Brightspace).	Turn in Power Point presentation (in Brightspace)
10/22	Unit 2	Read Module 1: Impact of Digital Technology in MindTap Under Technology for Success: Computer Concepts	Take Exam over Module 1 in BrightSpace (BS)			Read Word Module 1 complete the SAM Training in MindTap	Exam over Word Module 1 in MindTap
10/26	unit3	Read Module 2: The Web in MindTap Under Technology for Success: Computer Concepts	Exam over Module 2 in Brightspace	Lecture Assignment1		Read Word Module 2 complete the SAM Training in MindTap	Exam over Word Module 2 in MindTap
10/29	unit 4	Read Module 3 Computer Hardware in MindTap Under Technology for Success: Computer Concepts	Exam Concepts Module 3 Computer Hardware (in Brightspace)			Read Word Module 3 complete the SAM Training	Exam over Word Module 3 in MindTap
11/2	Unit 5	Read Module 4 Operating Systems and File Management in MindTap Under Technology for Success: Computer Concepts	Exam Concepts Module 4 Operating Systems and File Management (in Brightspace)			Read Word Module 5 and 6 complete the SAM Training in MindTap	Exam over Word Modules 5 & 6 in MindTap
11/5	unit 6	Into to team project	Turn in topic choices	Discussion board			



Business Computer Applications

BCIS 1305 O082

11/9	Unit 7	Read and Module 14 Digital Ethics and Lifestyle in MindTap Under Technology for Success: Computer Concepts	Exam Concepts Module 14 Digital Ethics and Lifestyle (in Brightspace)			Read Excel Module 1 and complete the SAM Training in MindTap	Exam over Excel Module 1 in MindTap
11/12	Unit 8	Read Module 5 Software and Apps in MindTap Under Technology for Success: Computer Concepts	Exam Concepts Module 5 Software and Apps (in Brightspace)	TOA (in Brightspace)		Read Excel Module 2 and complete the SAM Training in MindTap	Exam over Excel Module 2 in MindTap
DATE Due		LECTURE ASSIGNMENT				LAB ASSIGNMENT	
11/16	Unit 9	Read Module 6 Security and Safety in MindTap Under Technology for Success: Computer Concepts	Sam Exam Concepts Module 6 Security and Safety (in Brightspace)			Read Excel Module 3 and 4 complete the SAM Training in MindTap	Exam over Excel Module 3 and 4 in MindTap

Business Computer Applications

BCIS 1305 O082

11/19	Unit 10			LA assignment#2 (in Brightspace)		Read Excel Module 5,7,8 and complete the SAM Training in MindTap	Exam over Excel Modules 5,7, 8 in MindTap
11/26+	Unit 11	Read Module 10 Networking in MindTap Under Technology for Success: Computer Concepts	Exam Concepts Module 10 Networking (in Brightspace)			Read Excel Modules 9,10 and 11 complete the SAM Training for each in MindTap	Exam over Excel Modules 9,10,11 in MindTap
11/26	Unit 12	Team projects due	Team project evaluations due (in Brightspace)	Discussion board (in Brightspace)		Read Access Module 1 and complete the SAM Training for each in MindTap	Exam over Access Modules 1 in MindTap
11/30	Unit 13	Read Module 12 on Digital Transformation: Cloud, E-commerce, and AI in MindTap Under Technology for Success: Computer Concepts	Sam Exam Concepts Module 11 Digital Transformation: Cloud, E-commerce, and AI (in Brightspace)	Lecture Written assignment #3 (in Brightspace)		Read Access Module 2 and complete the SAM Training for each in MindTap	Exam over Access Module 2 in MindTap
11/22-11/26	  Happy Thanksgiving.						
12/3	Unit 14					Read Access Module 3,4 and 8 complete the SAM Training for each in MindTap	Exam over Access Module 3, 4,8 in MindTap
12/5	Unit 15	Final (in Brightspace)					

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Course Grading Information:

The assignments in this course are designed to help the student engage the subject of computing and learn how to effectively use the terms, concepts and applications in both personal and professional settings. The assignments include:

Lecture Written Assignments (20% of the course grade): There are three lecture assignments for the lecture portion of the course. This is a major portion of your total grade and are available in Brightspace only.

Discussion Boards and Quizzes (15% of the course grade): The quizzes provide a tool for students to assess how well they are grasping key concepts in each chapter. There is a quiz for each major lecture module. (taken in MindTap) Discussion boards are meant to engage the students in conversation with each other especially in the online environment. (in Brightspace)

Topic Presentation (15% of the course grade): This project will be a voice over PowerPoint. This project will be done in teams of three. I will provide a list of approved topics for our course and you will get to choose the one that interests you the most. The topics are provided later in the course and they will be first come, first served basis.

Don't worry, there are plenty of great ideas.

Final Exam 10% This will be a comprehensive exam over chapters 1-6 taken in Brightspace.

Lab Exam 20%- This is the lab exams over Word, Excel, Access in MindTap and your PowerPoint assignment in Brightspace.

Lab Assignments 20%- This is over the training assignments in MindTap.

The final course grade will be comprised of both your lecture class grade and your lab grade.

Lecture grade will count for 60% of the total grade, while the lab grade will make up the remaining 40%.

Interpretation of a Numeric Grade:

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

Assessments **may** include:

- Written objective and/or subjective exams
- Chapter Quizzes, Terminology Quiz, Midterm & Final Exams
- Class discussion and discussion forum participation
- Homework, class assignments, presentations reports, and projects
- Supplementary oral and written assignments
- Team participation and performance

Business orientation, attitude, ethics & work habits in group and individual work

Late Work and Make Up Work Policies:

Late work **will not be accepted** without written proof of an emergency. Make-up exams are not permitted without written proof of extraordinary circumstances and must be taken on campus in the BTB 103 Computer lab.

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.

E-mail is our primary form of communication. Emails are returned within 24 hours of receipt except when received over the weekend or during holidays. Those will be returned the first business day the College is open. Please include your class and section number for example BCIS 1305 O080. This will help me address your questions quickly. I will not call you unless you ask.

IMPORTANT NOTE: Many students wait until the last minute and realize their grade is not what they would like it to be. I do not give extra credit work ever. (So please do not ask) There are way too many assignments in this class to add any more. If you just complete the work assigned on time and responsibly you should earn a grade in this class in which you will be pleased.

Student Behavioral Expectations or Conduct Policy:

Activities of successful students:

- Reading, understanding and abiding by the Syllabus
- Checking MCC student email and the announcements daily
- Studying appropriately
- Devoting the right amount of time to this class to be successful
- Being conscientious, responsible and accountable
- Contacting instructor with any issues
- In online classes logging into Brightspace and your student email every day and checking Announcements and grades reporting any discrepancies within one week of grade being posted.
- Check your work before sending, making sure you have attached files properly and in the correct format.
- Pace yourself and do not wait until the last minute to do your work.
- You must have a backup plan in case your computer goes down or Internet connection is interrupted. It is your responsibility and due dates will not be modified.

Being professional, courteous and respectful to the instructor and to each other.

I do not tolerate cheating and plagiarism in any form or for any excuse. I expect you to conform the college's code of academic honesty as specified in the Rules and Regulations of the MCC Highlander Guide (Article VII - Proscribed Conduct). The link above will provide you with information about academic integrity, dishonesty, and cheating. This includes cheating, plagiarism, failing to follow instructions, representing someone else's work to be your own or having your work represented as someone else's, using notes or text inappropriately, submitting work not completed individually by the student, and any other form of a dishonest representation of a student's work or performance.

While I encourage you to work together, there are situations where work is expected to be the student's whose name appears on the work. Quizzes and exams are obvious examples of where

cheating will not be tolerated. All assignments must be completed personally and individually by the student. Do not do any part of someone else's assignment nor allow them to use your work unless specified by in the assignment by me, the instructor. If it is determined by the instructor that the student has misrepresented his/her work in any way, the student will face severe consequences. This includes cheating, plagiarism, failing to follow instructions, representing someone else's work to be your own or having your work represented as someone else's, using notes or text inappropriately, submitting work not completed individually by the student, and any other form of a dishonest representation of a student's work or performance. If you study with someone or share books and ideas, be sure to turn in individual work. **All assignments must be completed personally and individually by the student. Do not do any part of someone else's assignment nor allow them to use your work.**

If instructor suspects you of any misconduct, it is up to the student to be able to prove teacher is incorrect. Be sure to keep all your written sources, e-mail correspondences, and other class materials until your final grade has been posted and grade issues have been resolved. If it is determined the student is in violation of this policy on the first offence you will receive on whole letter grade deduction in the course, not the assignment the course final grade. On the second offence you will receive an F for the course.

If I suspect you of any misconduct, I will contact you and ask for an explanation. (If you do not respond to my request to speak about your assignment I will have no recourse but to treat it as a cheating offence.) After hearing your explanation, I will then decide. If I do find you have cheated or plagiarized, **the first offense will be a drop in one letter grade in the course.** The second offense for cheating and/or plagiarism of any sort is failure of the course. Furthermore, you could also face expulsion from MCC. The course instructor and other MCC personnel will decide consequences of your inappropriate misconduct beyond failure of course.

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

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. See specifics for the Business Division and my course. [Course Attendance/Participation Guidelines:](#)