McLennan

COMMUNITY

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

BUSINESS COMPUTER APPLICATIONS

BCIS 1305 89

Cynthia Wagner

NOTE: This is a 16-week online course.

BCIS 1305 89

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 E-mail: cwagner@mclennan.edu

Office Phone Number: 254-299-8254

Office Location: BTB 111

Office/Teacher Conference Hours: Posted outside my office door, other times as arranged.

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

Required Text & Materials:

Title: Cengage unlimitedISBN: **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

List of other courses at MCC that use Cengage.

ACNT 1303 INTRO TO ACCOUNTING I

ACNT 1329 Payroll Accounting

ACNT 1331-Federal Income Tax

BCIS 1305 Business Computer Applications

BMGT 1327 Principles of Management

BUSI 1301 SURVEY OF BUSINESS

BUSI 2301 BUSINESS LAW

CMSW 1323 - The Exceptional Person

COSC 1301 Introduction to Computing

COSC 1336 PROG FUNDAMENTALS 1

CRIJ 1301 - Intro to Criminal Justice

CRIJ 1306 - Introduction to Courts

CRIJ 1307 - Crime in America

CRIJ 1313 - Juvenile Justice

CRIJ 2301 - Community Resources in Corrections

CRIJ 2313 - Correctional Systems & Practices

CRIJ 2314 - Criminal Investigation

CRIJ 2328 - Police Systems/Practices

DAAC 1311 - Counseling Theories

ECON 2301 PRIN OF MACRO

ECON 2302 PRIN OF MICRO

HPRS 1206 - Medical Terminology

HPRS 2300 - Pharmacology for the Health Professions

HPRS 2301 - Pathophysiology

HRPO 2301 Human Resource Management

ITNW 1345 Implement Netwrk Directory Ser

ITSC 1325 PC REPAIR

ITSW 1304 INTRO TO SPREADSHEETS

ITSW 1307 INTRO TO DATABASE

ITSY 1342: Information Technology Security

MRKG 1311 PRINCIPLES OF MARKETING

MRKG 1311 PRINCIPLES OF MARKETING

PHED 1118- Contemporary Health

PHED 1164 Intro to Physical Fitness & Wellness

PHIL 1301 - Introduction to Philosophy

PHIL 1301 - Introduction to Philosophy

POFT 1393: Keyboarding I

POFT 2312 - Business Correspondence and Communication

SCWK 1303 - Ethics Soc Serv Professionals

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 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 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.

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 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 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 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.

DATE Due		LECTURE ASSIGNMENT				LAB ASSIGNMENT	
1/18	unit 1	Purchase textbook Watch getting started with Technology for Success Computer Concepts	Discussion board to Introduce yourself	Orientation quiz Conformation Agreement		Read and complete PowerPoint handout. PowerPoint Modules 1 and 2 optional.	Turn in Power Point presentation
1/25	Unit 2	Module 1: Impact of Digital Technology	take Exam over Module 1in BrightSpace (BS)			Read Word Module 1 complete the SAM Training	Exam over Word Module 1
2/1	unit3	Read and watch training conceptson Module 2: The Web	Exam over Module 2 in Brightspace	Lecture Assignment1		Read Word Module 2 complete the SAMTraining	Exam over Word Module 2
2/8	unit 4	Read and watch training conceptson Module 3 Computer Hardware	Exam Concepts Module 3 Computer Hardware			Read Word Module 3 complete the SAM Training	Exam over Word Module 3
2/15	Unit 5	Read and watch training conceptson Module 4 Operating Systems and File Management	ExamConcepts Module 4 Operating Systems and File Management			Read Word Module 5 and 6 complete the SAM Training	Exam over Word Modules 5 &6
2/22	unit 6	Into to team project		Discussion board			
3/1	Unit 7	Read and watch training conceptson Module 14 Digital Ethics and Lifestyle	ExamConcepts Module 14 Digital Ethics and Lifestyle			Read Excel Module 1 and complete the SAM Training	Exam over Excel Module 1

DATE Due		LECTURE ASSIGNMENT				LAB ASSIGNMENT	
3/15	Unit 8	Read and watch training conceptson Module 5 Software and Apps	Exam Concepts Module 5 Software and Apps	TOA		Read Excel Module 2 and complete the SAM Training	Exam over Excel Module 2
3/22	Unit 9	Read and watch training conceptson Module 6 Security and Safety	Sam Exam Concepts Module 6 Security and Safety			Read Excel Module 3 and 4complete the SAM Training	Exam over Excel Module 3 and 4
3/29	Unit 10			LA assignment#2		Read Excel Module 5 and complete the SAM Training	Exam over Excel Module 5
4/5	Unit 11	Read and watch training conceptson Module 10 Networking	Exam Concepts Module 10 Networking			Read Excel Modules 7,8,9,10 and complete the SAM Training for each	Exam over Excel Modules 7,8,9,10
4/12	Unit 12	Team projects due	Team project evaluations due	Discussion board		Read Access Module 1 and complete the SAM Training for each	Exam over Access Modules 1
4/19	Unit 13	Read and watch training concepts Module 11 on Digital Communication	Sam Exam Concepts Module11 Digital Communication	Lecture Written assignment #3		Read Access Module 2 and complete the SAM Training for each	Exam over Access Module 2
4/26	Unit 14					Read Access Module 3,4 and 8 complete the SAM Training for each	Exam over Access Module 3, 4,8
5/2 This is a Monday	Unit 15	Final					

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 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 30%- This is the lab exams over Word, Excel, Access in MindTap and your PowerPoint assignment in Brightspace.

Lab Assignments 10%- 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, Attendance, and Make Up Work Policies:
Every class in this course builds on the previous lesson. Therefore, students must attend at least 75% of scheduled time (the equivalent of four classes or two weeks of online assignments). Students will be dropped from the class after exceeding 25% absence rate. In an online course that is determined by the students' 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 notlogged into Brightspace, 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. Lack of participation in online classes these first couple of weeks is the same as being a no-show in a campus class.

Not doing assignments is like skipping a face-to-face course on campus. You are only entitled to 25% absences there, and, as per my Syllabus, you are given the same online. Thus after 3-4 missed assignments (consecutive or not), I can drop you from the class. Furthermore, I am entitled to drop you if you do not respond to my emails promptly. Again, know that I will be emailing your MCC email account.

After census date, if student no longer participates instructor will assign grade earned.

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Last day to drop with a W is <u>3/25/2021</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 YOUEARNED 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 and must be taken on campus in the BT 113 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. 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.

<u>Student Behavioral Expectations or Conduct Policy:</u>
Activities of successful students:

- Reading, understanding and abiding by the Syllabus
- Checking MCC student email and the discussion forums 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 make a decision. 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 Academic Integrity Statement**

(**www.mclennan.edu/academic-integrity**)

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

*   [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. . Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

* You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.

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

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
> 254-299-8122
> 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 Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC 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/

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 a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and 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.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/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.

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.

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.

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.