McLennan

C O M M U N I T Y

C O L L E G E

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Business Computer Applications

BCIS 1305-50

Dr. Becky Sue Parton

Note: This class is a 16 week blended course.

Course Description:

BCIS 1305 Business Computer Applications (3 SCH version) Introduces and develops foundational skills inapplying 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

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 3:30-5:30 PM
      Tuesdays 10:30-11:30 AM
      Wednesdays 10:30-11:30 AM & 2:00 – 3:30 PM
      Thursdays 10:30 – 11:30 AM
      Or by appointment

Course Notes:

This class is meant as a survey of how computers have changed our society, what they entail, andto 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 isthe applicable version and will be used as course policy by the instructor.

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 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:

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

This course incorporates the above core objectives by encompassing encompass creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information as well asproviding 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.

<u>Learning Outcomes/Course Competencies</u>:

<u>Learning Outcomes:</u> 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.

Course Outline or Schedule:

The attached course outline is a **tentative schedule** and the instructor reserves the right tomodify as necessary. Any Changes will be posted on Brightspace in announcements.

Week of:	Lecture		Lab	
	Topic	**Assignments & Due date**	**Topic**	**Assignments & Due Date**
Jan. 9	**Syllabus / Welcome**	**DUE Jan. 23:** • **Orientation Quiz** • **Conformation** • **Discussion Intro**	**Power Point**	**DUE Jan. 23:** • **PPT Practice Experience** • **PPT Presentation**
Jan. 16	MLK Jr Holiday – No Class on Monday! [Note: M/W section will have an optional Interactive PPT Lesson available on Wednesday.]			
Jan. 23	**Module 1: Impact of Digital Technology**	**DUE Jan. 30:** • **Quiz – Module 1**	**Word**	**DUE Jan. 30** • **Module 1 SAM training** • **Module 1 Exam (MindTap)**
Jan. 30	**Module 2: The Web**	**DUE Feb 6:** • **Quiz – Module 2** • **Lecture Assignment #1**	**Word**	**DUE Feb. 6** • **Module 2 SAM training** • **Module 2 Exam (MindTap)**
Feb. 6	**Module 3: Computer Hardware**	**DUE Feb. 13:** • **Quiz – Module 3**	**Word**	**Due Feb. 13** • **Module 3 SAM training** • **Module 3 Exam (MindTap)**
Feb. 13	**Module 4: Operating Systems & File Management**	**DUE Feb. 20:** • **Quiz – Module 4**	**Word**	**Due Feb. 20** • **Module 5 & 6 SAM training** • **Module 5 & 6 Exam (MindTap)**
Feb. 20	**Module 14: Digital Ethics**	**DUE Feb. 27:**	**Excel**	**Due Feb. 27**

		• Quiz – Module 14		• Module 1 SAM training • Module 1 Exam (MindTap)
Feb. 27	Computer Purchasing	Due March 13: • **Lecture Assignment #2**	Excel	Due March 13 • Module 2 SAM training • Module 2 Exam (MindTap)
March 6	Spring Break			
March 13	Team Project Intro	DUE March 20: • Discussion Board Team	Excel	Due March 20 • Module 3 & 4 SAM Training • Module 3 & 4 Exam (MindTap)
March 20	Module 5: Software and Apps	DUE March 27: • Quiz – Module 5 • Discussion Board - TOA	Excel	Due March 27 • Module 5 SAM Training • Module 5 Exam (MindTap)
March 27	Module 6: Security and Safety	DUE April 3: • Quiz – Module 6	Excel	Due April 3 • Module 7, 8, 9, 10 SAM Training • Module 7, 8, 9, 10 Exam (MindTap)
April 3	Team Project Work Day		Access	Due April 10 • Module 1 SAM Training • Module 1 Exam (MindTap)
April 10	Module 10: Networking	DUE April 17: • Quiz – Module 10 • **Lecture Assignment #3**	Access	Due April 17 • Module 2 SAM Training • Module 2 Exam (MindTap)
April 17	Module 11: Digital Communication	DUE April 24: • Quiz – Module 11	Access	Due April 24 • Module 3, 4, & 8 SAM Training

		• Team Project posted & Evaluation completed		• Module 3, 4, & 8 Exam (MindTap)
April 24	**Team Project Presentations** **Celebration of Semester!**			
May 1	**Final Exam Day**			

Note: Assignments are due at class start time on the date indicated.

Email Policy:

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

McLennan Community College would like to remind you of the policy regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business. A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

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.

MCC Academic Integrity Statement:

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

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

While collaboration between students is welcome to facilitate learning, each student's work must be their own. It is pretty simple – don't cheat – it only hurts you in the long run anyway.

MCC Attendance/Absences Policy:

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

Click on the link above for the college policies on attendance and absences. Students are expected to be punctual and attend all scheduled class or lab sessions.

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

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to

students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator.

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

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:
disabilities@mclennan.edu; 254-299-8122; Room 319, Student Services Center

Student Support/Resources:

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

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

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

MCC Foundation Emergency Grant Fund:

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

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

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

Title IX: https://www.mclennan.edu/titleix

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

299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: http://www.lighthouse-services.com/mclennan/

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

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.

If a student wants to drop the class for any reason and at any point in semester, it is his or her responsibility to to do so or contact the instructor in order to do so. If you ask me to process a drop, the e*mail 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. IF YOU DO NOT CONTACT INSTRUCTOR YOU WILL NOT BE DROPPED AND WILL RECEIVE THE GRADE YOUEARNED AT END OF SEMESTER.

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

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.

Grade Expectations:

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

Course Grading Information:

The assignments in this course are designed to help the student engage the subject of computingand 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.

Discussion Boards and Quizzes **(15% of the course grade):** The quizzes provide a tool forstudents 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 (in Brightspace). There are 15 grades in this category.

Topic Presentation **(15% of the course grade)**: This project will be a PowerPoint presentation. This project will be done in teams of about 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 the lectures.

Lab Exam **30%-** This is the lab exams over Word, Excel, Access in MindTap and your PowerPoint assignment in Brightspace. There are 20 exams.

Lab Assignments **10%-** This is over the training assignments in MindTap. There are 20 lab assignment grades.

So yes, there are 60 grades for this course! 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 40%.

Note: There are no opportunities for extra credit in this course since there are already a large number of assignments. The best way to earn a good grade is to keep up and do them all.

McLennan
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ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:
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> 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, (Diversity, Equity & Inclusion/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 from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (https://mclennan.zoom.us/j/2542998500) or email (ast@mclennan.edu) during the above mentioned times.

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.

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

Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-andStaffCommons/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.