

**McLennan**  
C O M M U N I T Y  
**COLLEGE**

WACO, TEXAS

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**COURSE SYLLABUS**  
**AND**  
**INSTRUCTOR PLAN**

**BUSINESS COMPUTER APPLICATIONS**

**BCIS 1305 89**

**Debbie Lamprecht**

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

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with CIVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

# BUSINESS COMPUTER APPLICATIONS

BCIS 1305 89

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## **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.**

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### **Instructor Information:**

Instructor Name: Debbie Lamprecht

MCCEmail: [dlamprecht@mclennan.edu](mailto:dlamprecht@mclennan.edu)

Office Phone Number: 254-299-8281

Office Location: BTB 108

Office/Teacher Conference Hours:

MTW 2:30 – 3:30, T 11:-12:00 WTH 9:30 – 11:00

Posted outside my office door and in Brightspace under Office Schedule or other times as arranged.

### **Correspondence Policy:**

*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.*

### **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

**List of other courses at MCC that use Cengage.** If you get the Cengage Unlimited you will have access to all Cengage books.

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

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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

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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 2019/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 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:**

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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. All assignments are available from the beginning of the semester and have deadline dates throughout the semester. All units are due on Tuesday night at 11:59 p.m.

## **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. Teams will be randomly selected.

Final Exam (10% of the course grade): This will be a comprehensive exam over chapters 1-6 taken in Brightspace.

Lab Exam (30% of course grade) - This is the lab exams over Word, Excel, Access in MindTap and your PowerPoint assignment in Brightspace.

Lab Assignments (10% of course grade) - 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

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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 not logged 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.



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

Last day to drop with a W is 10/25/2022. **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 EARNED 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 BTB lab – room BTB 103.

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.

### **Student Behavioral Expectations or Conduct Policy:**

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. Computer problems and lack of Internet is not an acceptable excuse for extending due dates.

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 to 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 below will provide you with information about academic integrity, dishonesty, and cheating.

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 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 offense you will receive one whole letter grade deduction in the course, not the assignment, the course final grade. On the second offense 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 offense.) 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](http://www.mclennan.edu/academic-integrity)**

([www.mclennan.edu/academic-integrity](http://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.*

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Updated 11/04/2022

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## **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) 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 acting Title IX Coordinator at [titleix@mclennan.edu](mailto: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/](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 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](mailto: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](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.

**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](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.