

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 F1

SHANE CURINGTON & LINDA STANFORD

THIS IS A 8-WEEK, BLENDED 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 COVID 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.

AN EQUAL OPPORTUNITY INSTITUTION

SPRING 2023

Instructor Information:

Shane Curington

- MCC Email: scurington@mclennan.edu
- Office Phone Number: 254-299-8223
- Office Location: Business Technology Building (BTB) 110
- Office/Lab Hours: See Instructor Schedule

Linda Stanford

- MCC Email: lstanford@mclennan.edu
- Office Location: Business Technology Building (BTB) 114
- Office/Teacher Conference Hours: See Instructor Schedule

Course Description:

Teaches computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics using Microsoft Office, and business-oriented utilization of the Internet.

Required for students taking the Business Field of Study. 3 Semester Hours

Prerequisites and/or Corequisites:

Student must be proficient with Windows functions, mouse use, and keyboarding skills.

Course Objectives and/or Competencies:

During this course, students will:

- Describe the fundamentals of information technology concepts – hardware, software, security, and privacy.
- Demonstrate proper file management techniques to manipulate electronic files and folders in local, network, and online environments.
- Create business documents with word processing software using spelling and grammar check, format and layout, tables, citations, graphics, and mail merge.
- 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 add-ins.
- Create business multimedia presentations with presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.
- Create databases and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions.
- Integrate business software applications.
- Use web-based technologies to conduct ethical business research.

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, 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.

BUSINESS COMPUTER APPLICATIONS

BCIS 1305 F1

Course Outline or Schedule:

****Subject to Change****

Week #	Start Date	Topic / Assignments
9	3/13	Syllabus and Introduction Getting Started with MindTap Introduction to Technology for Success Discussion: Benefits of Technology Concepts Module 1: Impact of Digital Technology PowerPoint Presentations PowerPoint Module 1: Creating a Presentation PowerPoint Module 2: Adding Media and Special Effects Word Module 1: Creating and Editing a Document Introduce Group Project Group Setup and Team Operating Agreement (TOA)
10	3/20	Concepts Module 3: Computer Hardware Concepts Module 4: Operating Systems and File Management Concepts Module 5: Software and Apps Assignment: Buying a computer Word Module 2: Navigating and Formatting a Document Word Module 3: Creating Tables and a Multipage Report Word Module 5: Working with Templates, Themes, and Styles Group Project: Business Plan
11	3/27	Concepts Module 2: The Web Concepts Module 10: Networking Word Module 6: Using Mail Merge Excel Module 1: Getting Started with Excel Excel Module 2: Formatting Workbook Text and Data Group Project: Logo and Graphics Group Project: Brochure

BUSINESS COMPUTER APPLICATIONS

BCIS 1305 F1

Week #	Start Date	Topic / Assignments
12	4/3	<p>Concepts Module 6: Security and Safety Concepts Module 11: Digital Communication Concepts Module 14: Digital Ethics and Lifestyle</p> <p>Excel Module 3: Performing Calculations with Formulas and Functions Excel Module 4: Analyzing and Charting Financial Data Excel Module 5: Generating Reports from Multiple Worksheets and Workbooks</p> <p>Group Project: Financial Spreadsheets</p>
13	4/10	<p>Database Lecture</p> <p>Excel Module 7: Summarizing Data with PivotTables Excel Module 8: Performing What-If Analyses Excel Module 9: Exploring Financial Tools and Functions Excel Module 10: Analyzing Data with Business Intelligence Tools Access Module 1: Creating a Database</p> <p>Group Work</p>
14	4/17	<p>Soft Skills: Giving Business Presentations</p> <p>Access Module 2: Building a Database and Defining Table Relationships Access Module 3: Maintaining and Querying a Database</p> <p>Group Work</p>
15	4/24	<p>Access Module 4: Creating Forms and Reports Access Module 8: Sharing, Integrating, and Analyzing Data</p> <p>Group Work</p>
16	5/1	Project Deliverables Due on 5/2

View important college dates here: <https://www.mclennan.edu/events/index.html>

**Important calendar items:

Course Grading Information:

****Final Grades are not rounded; you receive what you earn****

Grade Category		Grading Scale	
Introduction	10%	90-100	A
Computer Concepts	20%	80-89.9	B
Lab Assignments <ul style="list-style-type: none"> Exams 30% Assignments 10% 	40%	70-79.9	C
Group Project and Presentation	30%	60-69.9	D
		0-59.9	F

Course Notes and Instructor Recommendations:

This course is focused primarily on student performance in completing assignments. Do not fall behind as it will be difficult to recover.

Required Text & Materials:

- Cengage Unlimited, 1 term (4 months), ISBN: 9780357700006
- MCC Bookstore Website: <http://www.mclennan.edu/bookstore>
- Portable Hard Drive or Thumb Drive with a minimum 32 GB capacity
- Software: Web Browser, Microsoft Office 2019, or Microsoft Office 365 (desktop version)
- Hardware: PC based computer with (Windows 10 preferably) meeting MCC minimum specifications with the ability to use Brightspace, MindTap, and Microsoft Office applications.

*****IMPORTANT:** A Mac or Chromebook will not work for the Microsoft assignments in this course.

Office 365:

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.

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 contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the course management system, unless otherwise noted by the instructor in the course syllabus.

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

<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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.

All assignments must be uploaded to the course management system to receive a grade. Do not email assignments to the instructor unless directed as assignments emailed to the instructor will not be graded.

All communication regarding this course will be through the course management system or university email. You need to check the course management system and your email at least twice each day, once before class and once in the evening.

General response time for email is 24-48 hours Monday through Friday. The instructor(s) may or may not answer email on weekends or holidays. Email sent to the instructor on or after 3:00 pm on Friday may not be answered until the first business day of the following week.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails.

Forwarding Emails:

You may forward the 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 become lost or placed in junk or spam filters. Emails lost or placed in junk mail or caught by spam filters

may adversely affect your grade as they may contain pertinent information concerning assignments, exams, or other course assessment activities.

Methods of Teaching and Learning:

Students are expected to have read all assigned readings before coming to class or lab. Student progress will be assessed through exercises, homework, online discussions, projects, group work, or exams.

All submitted assignments must be typed (if applicable) as handwritten work will not be accepted.

The exams may include multiple choice, fill-in the blank, short answer, discussion, and problem-solving questions that focus on concept and application. You are responsible for all material in the required textbook chapters and any additional readings as well as any information from class lectures, labs, and assignments. All material covered in class or assigned as homework is fair game for inclusion in an exam.

For work done in teams, each team member may be asked to complete an evaluation of their teammates' contribution to the team assignments. If a team member is not contributing sufficiently, their grade for the team assignment will be reduced accordingly. Additionally, groups may be allowed to remove group members for not contributing, which will adversely affect the removed group members grade.

Late Work, Attendance, and Make Up Work Policies:

Students are expected to be punctual and attend all scheduled class or lab sessions. Class or lab sessions may occur in the following modalities face-to-face, zoom, or online.

Students are responsible for all class or lab work, assignment due dates, and other information given during any regularly scheduled class or lab sessions. 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.

All assignments are due on the day they are due. Assignments received or uploaded to the course management system after the due date may be assessed a penalty of ten percent (10%) per week in which they are late and may not be accepted for submission one (1) week after the due date unless approved by the instructor. Students are responsible for all assignments even if they are absent or ill on the due date.

Online discussions are designed to mimic class discussion on a topic and failure to complete a discussion by the due date will result in an automatic zero for the discussion as that is equivalent to missing a class discussion. Online discussions are not able to be completed after the due date has passed.

Make-up exams, quizzes and other assignments are only allowed in the event of a college excused absence or as otherwise scheduled with the instructor. It is the student's responsibility to inform the instructor beforehand, or in the event of an emergency, immediately afterward, so that other arrangements can be made. The student must initiate scheduling any make-up exams, quizzes, or any other assignments with the instructor. Exams, quizzes, or other assignments will be assigned an automatic zero (0) unless they are scheduled with the instructor for completion later. Students who are

absent from class or lab for a college excused event may make-up exams, quizzes, and other assignments within one week of the excused absence or as scheduled with the instructor.

Students who fail to submit any graded assessments for two (2) consecutive weeks, will be dropped from the course.

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.

Students are expected to arrive to class and/or lab on time, no matter the modality in which the student is attending class or lab, and to remain present for the duration of the class or lab. In face-to-face classes, leaving and re-entering the room after class or lab has started is distracting both to the students and to the instructor. In zoom sessions, leaving and re-entering the online zoom session after class or lab has started is also distracting both to the students and to the instructor.

You are encouraged and expected to ask questions and to interact with the instructor regarding relevant issues. However, personal conversations and “chatter” not related to the course will not be tolerated as this practice is very distracting and rude to your fellow students as well as to the instructor.

During regular class meetings, whether face-to-face or through zoom, clothes are required to be worn by all students.

Turn off cell phones, pagers, or other mobile communication devices when class or lab starts.

Student Responsibility:

All students will be treated as adults, which means you are ultimately responsible for your education. Please take note of the following:

- The course instructor(s) may not remind you when assignments are due.
- The course instructor(s) may not request you attend class or lab.
- The course instructor(s) may not tell you what is on an exam. Any material in the book or covered in class or lab is fair game for inclusion in an exam.
- The course instructor(s) expect you to plan accordingly.

However, the course instructor(s) will also be the biggest advocate for you in your educational journey.

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. Representing another student’s work as your own will result in a zero (0) for the assignment and possible “F” for the course.

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.

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.

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 LAB
BCIS 1305 F1 -- Lab

Linda Stanford

NOTE: This is a 8-week course.
NOTE: This is a Blended/Hybrid course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

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:

Co-requisite: BCIS 1305 Business Computer Applications (2 lab).

The semester grade for this course is the weighted average of the lecture portion and the lab portion. The lecture portion will be 60% of the course semester grade and the lab will be 40% of the course semester grade. Students MUST be enrolled in both the lecture and the lab courses in the same semester in order to receive credit.

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. The key to success in this course is to keep up with the readings, complete the assigned tutorials, and take the module SAM exams 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 specifications. 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 experience 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 and Tentative Schedule on the course Brightspace site. Any printed copy may not be the most current. The online Syllabus/Instructor Plan and Tentative Schedule posted on the Brightspace course site is the applicable version and will be used as course policy by the instructor.

Instructor Information:

Instructor Name: Linda Stanford

MCC E-mail: lstanford@mclennan.edu

Office Phone Number: 254-299-8235

Office Location: BTB 114

Office/Teacher Conference Hours:

Wednesdays 8:45 to 9:35 a.m. Thursdays 1:30 – 2:15 p.m.

Students should use their MCC email to avoid having the email caught in the MCC filter. **The student is responsible for checking their MCC email and Brightspace every day.** See the MCC email policy in announcements. Not reading your e-mail or checking Brightspace Announcements IS NOT a reason for an extension.

Students are required to maintain copies of all communication with their instructor and fellow students for the duration of this course. Do not delete any communication related to this course until you have a semester grade posted and are satisfied with the grade.

Required Text & Materials:

Title: MindTap Computing, 1 term (6 months) Instant Access for The New Perspectives Collection Microsoft Office 365 & Office 2016 , 1st Edition
Author: Several; Publisher: Cengage Learning ISBN: 978-1-337-78153-4

You will also need the following:

- Flash drive (often called a USB 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 a blended class. In order to be successful in this course, students should be willing to put in additional time on their own to make up for the hour and twenty minute class you are not attending in the classroom. 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.

- A. Lab Assignments (10% of the course grade): These assignments give students an opportunity to apply the skills they will learn in the lab classes. When you have completed your exams in class, you will need to start on the next Module doing the Training sessions in Mind Tap. If you do not complete all of the training exercises, you will need to complete them outside of class. A Professionalism Grade will be assessed during the semester. You will begin with 100 points. Using your phone in class will be a minus 10 points for each use. Please keep phone put away.
- B. Lab Exams (30% of the course grade): There is an exam for each Module to assess student's ability to handle the skills and software tools presented in the lab sections. The specific dates for each lab exam are posted in the tentative schedule in the Brightspace course and in the paper copy of the Tentative Schedule.

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.

Course Objectives and/or Competencies:

1. **Course Competencies:** Upon successful completion of BCIS 1305 - Business Computer Applications, the student will be able to use the microcomputer as a tool with common applications such as word processing, spreadsheets, database management and Internet browsers; in a Windows environment.

Specific Competencies: Upon successful completion of the course, the student should be able to:

1. Describe the basic functions in a word processor and perform those functions. Functions include accessing the software, entering data, correcting data, saving, cut and paste, printing, formatting, global search and replace, centering, tabs, margins, directories, absolute tabs, decimal tabs, macros, mail merge, ASCII character export, titling, spelling checkers.
2. Describe the basic functions of a spreadsheet and perform spreadsheet functions. Functions include accessing the software, loading and saving spreadsheets, entering and changing numerical values, text data and formulas, moving rows and columns, replicating data, formatting, sorting and selecting data, printing, setting print size and other print options, blanking fields and blocks.

3. Describe the basic functions of a database system and perform basic database operations. Functions include accessing the system, using a database, adding, changing and deleting data, creating a database, setting up numerical and nonnumeric fields, searching a database, sorting, changing the format of a database, printing selected items, making report formats, setting passwords, and making indexes.
4. Describe the basic functions of presentation software and build a basic presentation.
5. Describe the basic functions of an Internet Browser and perform basic operations including: printing, saving, navigating and other basic concepts.
6. Describe the basic Integration functions and perform basic operations using Object Linking and embedding (OLE) in documents, spreadsheets, databases.

Course Outline or Schedule:

Course Schedule: This schedule is tentative and can be altered at the Instructor's discretion. Since we meet face to face on Tuesdays, changes will be announced in class. However, please

BCIS 1305 F1
Business Computer Application Lab

Thursday at 2:20 to 5:15 p.m.

Classroom: BTB 119

Instructor: Linda Stanford

Office: BTB 114

Telephone: 254-299-8235

Office Hours: 8:40 to 9:35 a.m. on Wednesdays and 1:40 – 2:20 p.m. Thursdays

Spring 2023

Course Schedule: This schedule is tentative and can be altered at the Instructor's discretion. Since we meet face to face on Thursdays, changes will be announced in class. However, please check Brightspace announcement and student email for the most current updates.

Date	In - Class Activities	Homework Assignments for the Week – Due the next Thursday
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Business Computer Applications

BCIS 1305.50

3-15	<p>Orientation to BCISL 1305; Read Instructor Plan; Get into Mind Tap; *****</p> <p>Introduction to PowerPoint Mod 1 and 2 and Word Module 1 functions</p>	<p>Read PowerPoint Modules 1 and 2 (Optional) and Word Module 1 (mandatory) *****</p> <p>Complete Mind Tap Training for PowerPoint Modules 1 and 2 (Optional) and Word Module 1 (Mandatory)</p>
3-22	<p>Take SAM Exam over Word Module 1 *****</p> <p>Introduction to Word Modules 2, 3, 5 functions</p>	<p>Read Word Module 2, 3, and 5 *****</p> <p>Complete Mind Tap Training for Modules 2, 3, 5</p>
3-29	<p>Take SAM Exam over Word Modules 2, 3, 5 PowerPoint Presentation Due today *****</p> <p>Introduce Word Mod 6 and Excel Modules 1 and 2</p>	<p>Read Word Modules 6 and Excel Modules 1 and 2 *****</p> <p>Complete Mind Tap Training for Word Modules 6 and Excel Modules 1 & 2</p>
4-5	<p>Take SAM Exam Word Module 6 and Excel Modules 1 & 2 *****</p> <p>Introduction to Excel Modules 3, 4, 5</p>	<p>Read Excel Modules 3, 4, 5 *****</p> <p>Complete Mind Tap Training for Excel Modules 3, 4, and 5</p>
Date	In - Class Activities	Homework Assignments for the Week Due the Next Thursday
4-12	<p>Take SAM Exam over Modules 3, 4 and 5 *****</p> <p>Introduction to Excel Modules 7, 8, 9, 10 and Access Module 1</p>	<p>Read to Excel Modules 7, 8, 9, 10 and Access Module 1 *****</p> <p>Complete Mind Tap Training for to Excel Modules 7, 8, 9, 10 and Access Module 1</p>
4-19	<p>Take SAM Exam to Excel Modules 7, 8, 9, 10 and Access Module 1 *****</p>	<p>Read Access Modules 2 & 3 *****</p>

Business Computer Applications

BCIS 1305.50

	Introduction to Access Modules 2 & 3	Complete Mind Tap Training for Access Modules 2 & 3
4-26	Take SAM Exam over Access Modules 2 & 3 ***** Introduction to Access Modules 4 & 8	Read Access Modules 4 & 8 ***** Complete Mind Tap Training for Access Modules 4 & 8
5-4	Take SAM Exam Access Modules 4 & 8	

April 21, 2023 – last day a student may drop this class.

Check Brightspace announcement and student email for the most current updates.

Course Grading Information:

The lab grade will form 40% of the total BCISL 1305 grade. This grade will derive from Module Exams to test student skills: (1) Presentation Software (2) Word Processing, (3) Spreadsheets, and (4) Databases. The exams will come from material covered in the tutorials, the text, and review questions. Final grade will be posted as part of the BCIS 1305 course grade and will be available to the student on WebAdvisor twenty four hours after the lecture class' final exam.

Application Exams	30%
Class Assignments	10%
Includes Professionalism grade	

Grading Scale:	90-100	=	A
	80-89	=	B
	70-79	=	C
	60-69	=	D
	59 or below	=	F

The instructor for BCISL 1305 lab will calculate a numeric grade for the course and communicate that grade to the BCIS 1305 lecture instructor. The BCIS 1305 lecture instructor is responsible for the student's final grade for the course.

- A. Written objective and/or subjective exams
- B. Practical laboratory hands-on exams
- C. Laboratory hands-on assignments
- D. Class discussion and participation
- E. Homework and class assignments
- F. Ethics and work habits

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. Students will be dropped from the class after exceeding 25% absence rate (the equivalent of four classes). BCIS 1305 is a blended class –We will have class on Tuesday evenings from 7:30 to 9 p.m. Attendance will be taken at each of these classes. Attendance for the blended portion will be taken when you complete the Training Modules.

You are only entitled to 25% absences which is 4 absences. Those absences will be a combination of the face-to-face classes and the blended part which is done on your own. When you reach 4 absences from the face-to-face classes and the blended part, you will be dropped from the class. **Class attendance for the lab will be taken at 7:30. If you choose to leave class before the class is dismissed, you will be counted absent for that class period. I will handle special needs individually. You will be assessed minus 10 points from your Professionalism Grade for each unexcused absence and minus 5 points for each tardy. Special cases will be handled individually after discussed with the professor.**

The exams will be given at the beginning of the class. When you finish your exam, you may start working in Mind Tap on the next chapter. Lecture over the assigned Modules will begin when everyone is finished with the assign exams.

Last day to drop this class with a W is April 21 2023. **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 YOU 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. If a make-up exam is allowed it must be taken on campus in the MicroLab in the BT building 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. **If you miss an exam, you will need to bring with you a doctor's excuse or other form to show that you had some sort of an emergency for me to reset the exam for you.**

E-mail is our primary form of communication. I will not call you unless you ask me to. When emailing your instructor, **please put BCIS 1305.50 in the subject line.** I will be able to know that you are emailing me for this class.

Student Behavioral Expectations or Conduct Policy:

To be successful in this class it is **crucial** that you as the student carry through with your responsibilities of learning and applying the material. Key to that is:

- A. Attendance in class is imperative to get all of the work done. After completing the Exams, work on the next Module until everyone is finished with the exams. Then I will lecture over the next Module. You are expected to stay in class until the class is dismissed.
- B. All phones and other electronic devices must remain out of site during class. Ten points will be deducted from your Professionalism Grade for each time you are using your phone.
- C. Reading, understanding and abiding by the Syllabus
- D. Checking MCC student email daily
- E. Studying appropriately
- F. Devoting the right amount of time to this class to be successful
- G. Being conscientious, responsible and accountable
- H. Contacting instructor with any issues
- I. Attending the lab class (Tuesdays at 7:30 to 9 p.m. and checking your student email every day and checking Announcements and grades reporting any discrepancies within one week of grade being posted.
- J. Check your work before sending, making sure you have attached files properly and in the correct format.
- K. Pace yourself and do not wait until the last minute to do your work.
- L. 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.

*** [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**

(www.mclennan.edu/academic-integrity)

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

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 misrepresentation 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 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 be assessed minus 10 points from you Professionalism Grade for each unexcused absence and minus 5 points for each tardy. If you arrive late for class, it is your responsibility to check with the instructor to make sure your absence is changed to a tardy. If you do not notify the instructor, the absence will stand. If you leave class before the class is dismissed, you will be marked absent for the whole class. Special cases will be handled individually after discuss with the professor.

** 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

COLLEGE

ACADEMIC RESOURCES/POLICIES

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. Students can 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.

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 contacted/notified through 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.

* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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 her/his 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.

Forwarding Emails:

You may forward the 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 become lost or placed in junk or spam filters.

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 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

* [Click Here for more information about Title IX](http://www.mclennan.edu/titleix)
(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 (Chief of Staff for Equity & Inclusion/Title IX) 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 (<http://www.mclennan.edu/titleix/>) 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.

** 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.*