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 H3

SHANE CURINGTON & LINDA STANFORD

THIS IS A 16-WEEK, BLENDED COURSE

AN EQUAL OPPORTUNITY INSTITUTION   SPRING 2023

Instructor Information:

Shane Curington

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- Office Phone Number: 254-299-8223
- Office Location: Business Technology Building (BTB) 110
- Office/Lab Hours: See Instructor Schedule

Linda Stanford

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- 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.

Course Outline or Schedule:

Subject to Change

Week #	Start Date	Topic / Assignments
1	1/9	Syllabus and Introduction Getting Started with MindTap Introduction to Technology for Success Discussion: Benefits of Technology PowerPoint Presentations PowerPoint Module 1: Creating a Presentation
2	1/16	Concepts Module 1: Impact of Digital Technology Introduce Group Project Group Setup and Team Operating Agreement (TOA) PowerPoint Module 2: Adding Media and Special Effects Word Module 1: Creating and Editing a Document
3	1/23	Group Project: Business Plan Word Module 2: Navigating and Formatting a Document
4	1/30	Concepts Module 3: Computer Hardware Assignment: Buying a computer Word Module 3: Creating Tables and a Multipage Report Word Module 5: Working with Templates, Themes, and Styles
5	2/6	Concepts Module 4: Operating Systems and File Management Concepts Module 5: Software and Apps Group Project: Logo and Graphics Word Module 6: Using Mail Merge
6	2/13	Concepts Module 2: The Web Concepts Module 10: Networking Group Project: Brochure Excel Module 1: Getting Started with Excel

Week #	Start Date	Topic / Assignments
7	2/20	Concepts Module 6: Security and Safety Concepts Module 11: Digital Communication Group Project: Financial Spreadsheets Excel Module 2: Formatting Workbook Text and Data
8	2/27	Concepts Module 14: Digital Ethics and Lifestyle Excel Module 3: Performing Calculations with Formulas and Functions Excel Module 4: Analyzing and Charting Financial Data
	3/6	SPRING BREAK
9	3/13	Group Work Excel Module 5: Generating Reports from Multiple Worksheets and Workbooks
10	3/20	Group Work 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
11	3/27	Database Lecture Access Module 1: Creating a Database
12	4/3	Soft Skills: Giving Business Presentations Access Module 2: Building a Database and Defining Table Relationships
13	4/10	Group Work Access Module 3: Maintaining and Querying a Database
14	4/17	Group Work Access Module 4: Creating Forms and Reports Access Module 8: Sharing, Integrating, and Analyzing Data
15	4/24	Group Presentations on 4/26
16	5/1	Project Deliverables Due on 4/28 before 11:59 pm

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

**Important calendar items:

3/6-10 – Spring Break

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 • 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.