

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 87

SHANE CURINGTON, MS, BAS, AAS, AA

THIS IS A 6-WEEK, INTERNET 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 on any changes to these guidelines.

AN EQUAL OPPORTUNITY INSTITUTION

SUMMER 2021 S1

Instructor Information:

Shane Curington

- MCC Email: scurington@mclennan.edu
- Office Phone Number: 254-299-8223
- Office Location: Business Technology Building (BTB) 110
- Office/Teacher Conference Hours: by appointment only
- Teaching Experience: Temple College FA2011-SP2018, Univ Mary Hardin-Baylor FA2014-SP2020, McLennan Community College FA2021
- Credentials: DBA Information Systems (Current), MS Information Systems, BAS Computer Science, AAS Computer Applications, AA General Studies

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.

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Course Outline or Schedule:

****Subject to Change****

Week #	Start Date	Topic / Assignments
1	5/31	Syllabus and Introduction Essential Computer Concepts Managing Your Files Internet Basics and Information Literacy Computer Concepts Module 1: Digital Content Computer Concepts Module 2: Digital Devices Soft Skills Module 1: Communicating with E-Mail and Memos Soft Skills Module 2: Uncovering the Secrets of Clear Writing Word Module 1: Creating and Editing a Document Word Module 2: Navigating and Formatting a Document Word Module 3: Creating Tables and a Multipage Report Word Module 4: Enhancing Page Layout and Design Final Project: App Concept
2	6/7	Computer Concepts Module 3: Networks Computer Concepts Module 4: The Web Computer Concepts Module 5: Social Media Soft Skills Module 3: Developing Reports and Proposals Soft Skills Module 4: Writing for Employment Soft Skills Module 5: Writing Professional Letters Excel Module 1: Getting Started with Excel Excel Module 2: Formatting Workbook Text and Data Excel Module 3: Performing Calculations with Formulas and Functions Excel Module 4: Analyzing and Charting Financial Data Final Project: Business Plan

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Week #	Start Date	Topic / Assignments
3	6/14	<p>Computer Concepts Module 6: Software Computer Concepts Module 7: Digital Security Computer Concepts Module 8: The ICT Industry Computer Concepts Module 9: Information Systems</p> <p>Excel Module 5: Working with Excel Tables, PivotTables, and Pivot Charts Excel Module 6: Managing Multiple Worksheets and Workbooks Excel Module 7: Developing an Excel Application Excel Module 8: Working with Advanced Functions Excel Module 9: Exploring Financial Tools and Functions</p>
4	6/21	<p>Computer Concepts Module 10: Databases Computer Concepts Module 11: Programming</p> <p>Access Module 1: Creating a Database Access Module 2: Building a Database and Defining Table Relationships Access Module 3: Maintaining and Querying a Database Access Module 4: Creating Forms and Reports</p> <p>Final Project: Budget Final Project: Forecast Final Project: Amortization Schedule</p>
5	6/28	<p>Soft Skills Module 1: Understanding the Basics of Verbal Communication Soft Skills Module 2: Working with Customers Soft Skills Module 3: Developing Professional Telephone Skills Soft Skills Module 4: Improving Informal Communication Soft Skills Module 5: Making Formal Presentations</p> <p>Presentation Concepts: Planning, Developing and Giving a Presentation PowerPoint Module 1: Creating a Presentation PowerPoint Module 2: Adding Media and Special Effects</p> <p>Final Project: App Design Final Project: Investor Presentation</p>
6	7/5	Final Presentations on 7/6

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

**Important calendar items:

Mon, 7/5 – July 4th Holiday

Course Grading Information:

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

Grade Category		Grading Scale	
Introduction	10%	90-100	A
Computer Concepts	15%	80-89.9	B
Lab Assignments	40%	70-79.9	C
Soft Skills	15%	60-69.9	D
Group Project and Presentation	20%	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:

- Choose one of the following:
Cengage Unlimited, 1 term (4 months), ISBN: 9780357700006
Cengage Unlimited, Multi-term (12 months), ISBN: 9780357700013
Cengage Unlimited, Multi-term (24 months), ISBN: 9780357700020
- 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 2016, 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 Syllabus/Instructor Plan, unless otherwise noted by the instructor.

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(s) unless directed as assignments emailed to the instructor(s) will not be graded.

All communication from the instructor(s) 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 hours Monday through Friday. The instructor(s) may or may not answer email on weekends or holidays.

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.

Late Work, Attendance, and Make Up Work Policies:

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

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 assignment will be assigned an automatic zero (0) unless they are scheduled with the instructor for completion later.

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.

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.

Students are expected to have reading assignments completed before class or lab.

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.

Students are expected to be punctual and attend all scheduled class or lab sessions.

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

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 are expected to arrive to class and/or lab on time and to remain in the classroom for the duration of the class or lab. Leaving and re-entering the room after class or lab has started is distracting both to the students and to the instructor.

Students who have missed 25% of the cumulative scheduled classes for the semester or have been absent for two (2) consecutive weeks, will be dropped from the course. Attendance is determined for online classes by completing an "academic event", which is defined as submitting an assignment, completing a quiz, or logging into the course management system to read course related material.

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

COLLEGE

ACADEMIC RESOURCES/POLICIES

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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.

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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.