



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Business Computer Applications

BCIS 1305 H1

Christopher Morris

This is a 6-Week, Blended course.

This is a Summer course.

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 Notes and Instructor Recommendations:

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.

Instructor Information:

Instructor Name: Christopher Morris

MCC Email: crmorris@mcclennan.edu

Office Phone Number: (254) 299-8270

Office Location: Business Technology Building (BTB) 106

Office/Teacher Conference Hours: See Door Schedule

Required Text & Materials:

Cengage Unlimited, 1 term (4 months), ISBN: 9780357700006

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.**

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

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 may be reduced accordingly.

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

Course Outline or Schedule:

Week #	Due Date	Topic / Assignments
1	6/4	<p>Syllabus and Introduction</p> <p>Getting Started with MindTap Introduction to Technology for Success Discussion: Benefits of Technology Concepts Module 1: Impact of Digital Technology</p> <p>Introduce Group Project Group setup and Team Operating Agreement (TOA) Group Project: Business Plan</p> <p>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 5: Working with Templates, Themes, and Styles Word Module 6: Using Mail Merge</p>
2	6/11	<p>Concepts Module 3: Computer Hardware Concepts Module 4: Operating Systems and File Management Concepts Module 5: Software and Apps Assignment: Buying a computer</p> <p>Group Project: Logo and Graphics Group Project: Brochure</p> <p>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</p>

Week #	Start Date	Topic / Assignments
3	6/18	Concepts Module 2: The Web Concepts Module 10: Networking Concepts Module 6: Security and Safety Concepts Module 11: Digital Communication Concepts Module 14: Digital Ethics and Lifestyle Group Project: Financial Spreadsheets Excel Module 5: Generating Reports from Multiple Worksheets and Workbooks 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
4	6/25	Database Lecture 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 Access Module 8: Sharing, Integrating, and Analyzing Data
5	7/2	Soft Skills: Giving Business Presentations Group Project: Prepare Team Presentation PowerPoint Presentations PowerPoint Module 1: Creating a Presentation PowerPoint Module 2: Adding Media and Special Effects
6	7/5	Group Project Presentations Group Project Deliverables

Course Grading Information:

Grade Category	
Introduction	10%
Computer Concepts	20%
Lab Assignments	40%
Group Project and Presentation	30%

Grading Scale	
90-100	A
80-89.9	B
70-79.9	C
60-69.9	D
0-59.9	F

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 in a 16-week course, or for one (1) week in an 8-week course, will be dropped from the course.

Attendance for online students is determined by the student performing an academic activity, such as submitting an assignment or taking a quiz. Only logging into the course management system is not sufficient to count as attendance for an online class.

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.

When meeting via Zoom, participation is greatly encouraged, and clothing is required. Please keep your video on to create more of a presence in the meetings. However, be mindful that you can be seen. If needed, please feel free to stop your video and rejoin with video when you are able. We also ask that you observe Zoom etiquette when in class by turning your mute on when you are not active in the conversation to reduce background noise.

Students are expected to have read assignments completely 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.

[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. Your instructor may have additional guidelines specific to this course.

Updated 11/04/2022



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu 254-
2998122
Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

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

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

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

<https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication

method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.