

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 H1

SHANE CURINGTON & JEREMY MCCORMICK

THIS IS A 6-WEEK, HYBRID 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 S2

Instructor Information:

Shane Curington

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- Office Phone Number: 254-299-8223
- Office Location: Business Technology Building (BTB) 110
- Office/Teacher Conference Hours: by appointment only

Jeremy McCormick

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- Office Phone Number: 254-299-8289
- Office Location: Business Technology Building (BTB) 109
- Office/Teacher Conference Hours: by appointment only

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.

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- 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 | 7/7 | Syllabus and Introduction Essential Computer Concepts Managing Your Files Internet Basics and Information Literacy Soft Skills Module 1: Communicating with E-Mail and Memos Soft Skills Module 2: Uncovering the Secrets of Clear Writing Soft Skills Module 3: Developing Reports and Proposals Soft Skills Module 4: Writing for Employment Soft Skills Module 5: Writing Professional Letters 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 | 7/12 | Computer Concepts Module 1: Digital Content Computer Concepts Module 2: Digital Devices Computer Concepts Module 3: Networks Computer Concepts Module 4: The Web Computer Concepts Module 5: Social Media Word Module 6: Using Mail Merge Excel Module 1: Getting Started with Excel Excel Module 2: Formatting Workbook Text and Data Excel Module 3: Performing Calculations with Formulas and Functions Final Project: Business Plan |

BUSINESS COMPUTER APPLICATIONS

BCIS 1305 H1

| Week # | Start Date | Topic / Assignments |
|--------|------------|--|
| 3 | 7/19 | <p>Computer Concepts Module 6: Software</p> <p>Computer Concepts Module 7: Digital Security</p> <p>Computer Concepts Module 8: The ICT Industry</p> <p>Computer Concepts Module 9: Information Systems</p> <p>Excel Module 4: Analyzing and Charting Financial Data</p> <p>Excel Module 5: Working with Excel Tables, PivotTables, and Pivot Charts</p> <p>Excel Module 7: Developing an Excel Application</p> <p>Excel Module 8: Working with Advanced Functions</p> <p>Excel Module 9: Exploring Financial Tools and Functions</p> |
| 4 | 7/26 | <p>Computer Concepts Module 10: Databases</p> <p>Computer Concepts Module 11: Programming</p> <p>Excel Module 10: Performing What-if Analysis</p> <p>Access Module 1: Creating a Database</p> <p>Access Module 2: Building a Database and Defining Table Relationships</p> <p>Access Module 3: Maintaining and Querying a Database</p> <p>Access Module 4: Creating Forms and Reports</p> <p>Final Project: Budget</p> <p>Final Project: Forecast</p> <p>Final Project: Amortization Schedule</p> |
| 5 | 8/2 | <p>Soft Skills Module 1: Understanding the Basics of Verbal Communication</p> <p>Soft Skills Module 2: Working with Customers</p> <p>Soft Skills Module 3: Developing Professional Telephone Skills</p> <p>Soft Skills Module 4: Improving Informal Communication</p> <p>Soft Skills Module 5: Making Formal Presentations</p> <p>Access Module 8: Sharing, Integrating, and Analyzing Data</p> <p>Presentation Concepts: Planning, Developing and Giving a Presentation</p> <p>PowerPoint Module 1: Creating a Presentation</p> <p>PowerPoint Module 2: Adding Media and Special Effects</p> <p>Final Project: App Design</p> <p>Final Project: Investor Presentation</p> |
| 6 | 8/9 | <p>Final Presentation Prep</p> <p>Final Presentations</p> |

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 | 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.

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 or emailing SuccessCoach@mclennan.edu. Students may 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 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.

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

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

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.

MCC Academic Integrity Statement:

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

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

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC 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.

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.