



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**BUSINESS COMPUTER APPLICATIONS  
BCIS 1305.04**

**David J. Burgett**

# INTRODUCTION TO COMPUTING

BCIS 1305.04

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## **Course Description:**

Teaches computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, data-bases, presentation graphics, and business-oriented utilization of the Internet. Required for students taking the Business Field of Study. Semester Hours 3 (2 lec/2/lab).

## **Prerequisites and/or Corequisites:**

Introduction to Computing BCISL 1305(2 lab) is a co-requisite.

## **Course Notes and Instructor Recommendations:**

As we move into the next century and millennium, computers have become a mainstay in whatever we do, be it computer related industries as well as all other which now depend on computers and automation to increase their productivity and efficiency. 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. Key to success in this course is to keep up with the readings, complete the assigned tutorials, and take the chapter reviews 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 as on time and per the specification. 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. You should plan on spending 2 hours study/prep time for each hour of class time, including any hybrid time scheduled.

I will use the MCC student email as the primary means of communication in this class. Please make sure to read it daily or set it up to forward your student mail to your preferred email account.

I want you to learn the material and be comfortable with the use of computers. As the instructor, I will work with you, the student, to help make this 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!

# INTRODUCTION TO COMPUTING

BCIS 1305.04

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## **Instructor Information:**

David J. Burgett

Office: Business & Technology Room 104

Phone: 254-299-8223

eMail: dBurgett@McLennan.edu

Mail: 1400 College Drive, Waco, TX 76708

Office Hours:

M: 4:10 - 5:20

T: 10:55 – 11:25

W: 11:10 – 12:20

W: 4:10 – 5:20

F: 11:10 – 12:20

Other times by appointment

## **Required Text & Materials:**

A. 1 GB USB Flash drive

B. TEXT: CMPTR2 by Pinard/Romer from Cengage Learning. ISBN:978-1-285-09619-3

[MCC Bookstore Website](#)

## **Methods of Teaching and Learning:**

The assignments in this course are designed to help the student engage the subject of computing and learn how to effectively use the terms, concepts and applications in both personal and professional settings. The assignments include:

- A. Presentation Assignment (25% of the course grade): There will be a team assignment which will produce as a product a report and a PPT presentation that will be a collaborative effort of the team members. In addition, each student will research Internet resources for the report, and write an analysis of the validity of the resources to be used.

# INTRODUCTION TO COMPUTING

BCIS 1305.04

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- B. Chapter Tests (75% of the class grade): Chapter Tests measure how well students have grasped the key terminology, concepts and applications covered in course module. There will be 3 non-comprehensive chapter tests each covering two chapters.
- C. Extra Credit assignments (**up to 5%**): including quizzes and ad hoc papers assigned

## Course Objectives and/or Competencies:

- A. Course Objective: Presents computer terminology and describes computer systems and computer processing techniques. Includes the historical development of the computer, processing concepts, number systems, MIS, and career opportunities. Introduces program development tools, and programming languages. See BCISL 1301 Syllabus for detailed description of lab.
- B. Course Competencies: The primary goal of this course is to provide the student with knowledge of the evolution of computer systems, an introduction to data organization, coverage of storage media, fundamentals of input and output operation, and computers in society. The co-requisite lab will introduce hands-on application of Internet browsers, word processing, presentation software, spreadsheets and database management in the BCISL 1305 Lab.

### Specific Competencies:

1. Define and utilize a basic computer vocabulary.
2. Describe the general history and sequential development of the computers by tracing the historical development of the computer and forms of memory, and describing technological advancements.
3. Identify the basic components of a computer and describe the functions of each
4. List the most common types of computer I/O and storage hardware, and explain how they function.
5. Identify and explain the most common methods of data representation used by storage devices and internal memory.
6. Demonstrate conversion from binary to decimal, and from decimal to binary.
7. Explain the coded numeric representation used inside the computer.
8. List and describe the basic steps involved hardware and software.
9. List the most common types of languages and contrast the advantages and disadvantages of each language.
10. Compare applications and system software.
11. Identify data collection techniques, operational control techniques, security precautions and related legal and social issues.
12. Describe and explain the user interface with usages of microcomputers and larger computers.

## INTRODUCTION TO COMPUTING

### BCIS 1305.04

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13. Understand network configurations and know the basic components of a data communications system.
14. Describe the general history and development of the Internet and understand what an Internet Service Provider does, know the rudimentary functions of a browser, and understand how to search the Internet.
15. Understand the ethical, social, and legal issues involved with the use of computer information systems, Internet and personal computers.
16. Identify security threats to personal computers, computer systems and the Internet.
17. Plan safeguards and procedures to protect from security threats to personal computers, computer systems and the Internet.
18. Analyze the impact of health and environmental issues related to computer systems, hardware and software
19. Describe career opportunities in computer information systems.
20. Evaluate the impact of emerging technology in computer systems, procedures, hardware and software.

# INTRODUCTION TO COMPUTING

BCIS 1305.04

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8/25/2014	<p>COSC 1301/ BCIS 1305 Microcomputer Applications</p> <p>SPRING 2015 <i>Tentative Schedule</i></p> <p>David J. Burgett dBurgett@McLennan.edu (299-8223) Office: Business and Technology Building BT104 Office Hours: Tentative M: 4:10 - 5:20 T: 10:55 – 11:25 W: 11:10 – 12:20 W: 4:10 – 5:20 F: 11:10 – 12:20</p> <p>(check my office door for changes in times) Other times by appointment</p>
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# INTRODUCTION TO COMPUTING

BCIS 1305.04

For the WEEK OF:	<p>*</p> <p>Here are some hints for making a good grade in this class (and for enjoying it and learning more). (ALL courses - Generally, 2 hours outside of class for each class hour, F2F or Online)</p> <p>For each chapter, do the following:</p> <ol style="list-style-type: none"><li>1. <i>Read the text before class.</i> It will be twice as easy to pick up the information if you read the chapter before we cover it in class. Anytime after we begin a chapter I may give a quiz on the vocabulary in the chapter over the Key Terms in the shaded terms boxes.</li><li>2. Do the Quiz Yourself quiz and check your answers. What the authors think are worthy of a quiz is also what the instructor may think is worthy of a test question.</li><li>3. Go to the website <a href="http://www.cengagebrain.com">www.cengagebrain.com</a> and use the resources there - e.g. flashcards.</li></ol> <p>*</p> <p><b>FOR THE FIRST WEEK:</b></p> <p><b><a href="http://www.usu.edu/arc/idea_sheets/pdf/estimate_study_hours.pdf">http://www.usu.edu/arc/idea_sheets/pdf/estimate_study_hours.pdf</a></b></p> <p><b>GO to this Internet address and use the form to compute how much time you need to set aside for your courses. USE the link in ASSIGNMENTS and enter your answer there. Exercise value is either ZERO or 100.</b></p>
	<p>*We are going to talk about the topics in the chapters of the text - not necessarily every page and word. It's your job to read the text and take notes about our discussions.</p> <p>WRITE DOWN any questions you have and let's discuss them in class. LOOK for computer references in the newspapers, on TV, etc. Like it or not, the computer is the main tool of this age. How many jobs can you get with not computer skills?? NOT MANY. For some of you, this will be your one chance to develop those skills...don't treat it lightly</p> <p>LATE WORK WILL LOSE 5 points and POINTS AT 10 PER DAY. NO WORK WILL BE ACCEPTED MORE THAN 7 DAYS LATE UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.</p> <p>TESTS MISSED MUST BE MADE UP WITHIN 7 DAYS UNLESS OTHER ARRANGEMENTS ARE MADE, AND MUST BE ACCOMPANIED BY A WRITTEN REASON - Your own writing- (worth 5 test points) WHY THE TEST WAS MISSED. – ON 8 1/2 x 11 paper for filing</p>

# INTRODUCTION TO COMPUTING

BCIS 1305.04

	<p>*</p> <p><b>CLASS STARTUP PROCEDURE.</b></p> <p>At the beginning of class I will take roll, collect any work due and give back graded material. At this time you should put away all electronic devices except those being used to read the digital version of the textbook.</p> <p>Playing with electronic devices during class is very impolite and disruptive and keeps you from paying attention to the class material. Like driving and texting, you can't do both properly. I will mark you absent from class if you do. BUT... since we are in a connected world and being available for emergencies is important, you may put your phones on mute and keep them on top of your desks where you can monitor them. If an urgent call comes in you may leave the room to take it. This is for real emergencies only - an addition to the grocery list, etc. does not qualify.</p> <p>*</p>
	<p>This schedule is TENTATIVE - we may move faster or slower depending on many factors. The timeline will be about the same, but the marks may be different.</p> <p>If you find any anomalies in this schedule, let me know. Suggestions for additions or deletions are welcome too. Thanks</p>
Dates are For the WEEK OF:	<p>&gt;&gt;&gt;-----You will Need a BACKUP of an 882 Scantron and #2 Pencil for all tests !! -----&lt;&lt;&lt;{The tests are converted to ONLINE but you must always allow for the failure of the technology.}ALWAYS put your name and the TIME the class meets on all work turned in. 5 % deduction if it is lacking</p>
12 – Jan 2015 First WEEK	<p><b>Introduction and Chapter 1</b></p>
12-Jan-15	<p>*</p> <p>Introduction to Computers and the Internet What's in a PC anyways?? READ the SYLLABUS and take the online test by the Census Date. If you have any problems with the test, let me know ASAP or you might lose the grade.</p> <p>Triumph of the Nerds I. See Blackboard for quiz sheet and more information- view the movie online, fill out the paper quiz as you view the video, and take the test thru Blackboard. <b>GET TO KNOW YOUR NEIGHBORS</b>. TEAMS of 5 will be self-selected the week of 26 –Jan-15</p> <p>*</p>



# INTRODUCTION TO COMPUTING

BCIS 1305.04

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19-Jan-15	((Monday Jan 19 <sup>th</sup> is a holiday. Be sure to read the chapter)) Chapter 1 READ AHEAD -- CHAPTER 2 material may help with your project Meet Your Neighbors 2
26-Jan-15	Chapter 1/2 <b>TEAM ROSTER AND PROJECT TOPIC to be posted to Bb by This WEEKEND</b> <b>SYLLABUS TEST IS TO BE DONE BY your class time TODAY</b>
2-Feb-15	Chapter 2 Syllabus test turned OFF THIS MONDAY
9-Feb-15	<b>TEST ONE <i>Test over chapters 1,2 ---</i></b> Bring a SCANTRON just in case
16-Feb-15	Chapter 3 Triumph of the Nerds I test turned OFF THIS MONDAY. <b>EACH team member's resources posted to Bb as part of a TEAM posting</b> START Triumph of the Nerds II. See Blackboard for quiz sheet and more information- view the movie online and take the test thru Blackboard.
23-Feb-15	Chapter 3
2-Mar-15	Chapter 6
<b>9-MAR 15</b>	<b>SPRING BREAK – HAVE FUN BUT BE CAREFUL</b> (Good time to get together in your Groups)
16-Mar-15	Chapter 6

# INTRODUCTION TO COMPUTING

BCIS 1305.04

23-Mar-15	<p style="text-align: center;">*</p> <p style="text-align: center;"><i>Test TWO over chapters 3,6 +{ 1,2(1 word from each chapter )}</i></p> <p style="text-align: center;"><i>--- NEED 882 SCANTRON and #2 PENCIL !! Just in case</i></p> <p style="text-align: center;">*</p>
30-Mar-15	<p style="text-align: center;">Chapter 4</p> <p style="text-align: center;">Triumph of the Nerds II test turned OFF THIS MONDAY</p> <p style="text-align: center;">Triumph of the Nerds III.</p> <p style="text-align: center;"><b>Reports and PowerPoint due to be uploaded this week</b></p>
Project Presentations  6-Apr-15	<p><b>Group Presentations will be done this month</b></p>
13-Apr-15	Chapter 4
20-Apr-15	Chapter 5
27-Apr-2015 27-Apr-2015	<p style="text-align: center;">Finish chapter 5</p> <p style="text-align: center;">Triumph of the NERDS III turned off THIS weekend</p> <p><a href="http://www.earthcam.com/usa/nevada/lasvegas/index.php?cam=wedding">http://www.earthcam.com/usa/nevada/lasvegas/index.php?cam=wedding</a></p>
FRIDAY FINALs 27 APR-15*	<p style="text-align: center;">Finish PROJECT PRESENTATIONS</p> <p style="text-align: center;">FRIDAY CLASSES HAVE THEIR FINAL EXAM THIS FRIDAY -</p>

# INTRODUCTION TO COMPUTING

BCIS 1305.04

12/8/2014 4-May-15	FINAL EXAMS: Chapters 4,5 + 1 word each from 1,2,3,6 --- NEED 882 SCANTRON and #2 PENCIL !!
	NOTE: The schedule may be altered due to Many possibilities. In particular, holidays/events and SNOW. *
>>>>	Course Materials:
	<p>TEXT: CMPTR2 by Pinard/Romer from Cengage Learning. ISBN:978-1-285-09619-3</p> <p>You need to <b>read</b> the appropriate part of the text before class, and BRING YOUR TEXT to class every day.. You may lose daily points <b>OR BE MARKED ABSENT</b> if you do not have a text in class - you cannot participate unless you have your study materials with you. If you store your projects on the USB drive, be sure to bring it too.</p> <p>--- NEED 882 SCANTRON and #2 PENCIL For all Written Tests (just in case)</p> <p>I recommend a good white eraser -like the Pentel Clic Eraser - for the scantron forms - pink pearls leave black marks that are sometimes read as incorrect answers</p> <p>IF you do not have these test materials at the test, you will not be able to take the test, and will be penalized 5 points for not being prepared. (make a deal with your neighbor to borrow a form should you forget your pack {:-}) ). DO NOT WRINKLE, FOLD, STAPLE, SPINDLE OR MUTILATE THE SCANTRON FORM.!</p>
	<p>TESTS: If you miss a test, you must make arrangements to take it ASAP. If you do not make arrangements and take the test, the test grade will revert to a zero. We can circumvent any problem and get the test taken early or later, but you need to contact me and work with me to get it set up.</p> <p>I will try to get major tests graded and scores on Blackboard within 24 hours. ). Projects may take 2-3 weeks or so to grade depending on how many sections I am teaching at the time. Minor assignments may not be posted on Blackboard and will be counted as EXTRA CREDIT (up to 5% of the grade XTRA).</p> <p>*</p>

# INTRODUCTION TO COMPUTING

## BCIS 1305.04

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	<p><b>*EMAIL, BLACKBOARD and WEB ADVISOR</b></p> <p>You are expected to check blackboard at least every other day for announcements, etc. (I recommend once a day). Also check your grades and Attendance Record (if posted). Special assignments and notices will be placed in the Announcements section of the class site.</p> <p>We don't know if you have an off campus eMail account BUT - You have an EMAIL account with MCC that is the first letter of your first name, the first letter of your last name and your MCC ID number - e.g.: db01234567@McLennan.edu. ((PS: change your password)).</p> <p>You need to check the email every time you check blackboard (Once a day is enough). ALL official transmitted information - Special notices about non-class items as well as missed tests, changed requirements, etc. will be sent to your email. Common class items will be announced in the Announcements ;-)).</p> <p>IF YOU email ME, YOU MUST PUT THE COURSE id AND THE <b>TIME</b> IT MEETS IN THE SUBJECT LINE: e.g BCIS 1305.04. Thurs - 11:30 or the message may get lost in the pile or blocked or deleted as junk.</p> <p>*\</p>
	<p>*We now have a printer connected to a computer in the back of BT 105 that you can use to print your assignments. It is not connected to the internet or the Internet BT 112 has a printer that you can use to print your assignments also.</p> <p>*</p>
>>>>	GRADING

# INTRODUCTION TO COMPUTING

BCIS 1305.04

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>>NOTICE: By default, communications from MCC is to your MCC EMAIL account. Always check it DAILY!

While you're at it, check the ANNOUNCEMENTS on all your Blackboard sites (should get emails about them, but just in case) <<<

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Your grade in the LECTURE part of the class will come from the three major tests (75%), Quizzes, ad hoc assignments and class participation (5% as EXTRA CREDIT) , TEAM project (25%). Quizzes may not be announced, and will cover any material on or after the material's due date - e.g.: vocabulary on or after the first day of the chapter. There is no other EXTRA CREDIT work available in this class. There are no retakes on the tests. Some of the online quizzes may be taken multiple times (keep trying until you make 100!).

Your COURSE grade for the class will come from 60% of the lecture grade plus 40% of the lab grade.

YOU MUST BE ENROLLED IN A LECTURE AND A LAB class or be taking one of the COMBINED lecture/lab classes to get any grade.

Grades will be posted to Blackboard so you can see them, but the columns for STATISTICS, TOTAL POINTS, etc. will have no meaning since the grades have different weights and your final grade is dependent on the LAB grade. KEEP in mind that a grade of 100 in the lecture and a grade of 0 in the lab means a "D" in the course, and a grade of 100 in the lab and a grade of 0 in the lecture means an "F" in the course. (That means: don't forget to work on both parts of the course)

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## INTRODUCTION TO COMPUTING

BCIS 1305.04

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	<p>*</p> <p>Absences:</p> <p>Every class in this course builds on the previous lesson. Therefore, you will want to be in class every day. By school and State regulations, we must drop students who miss 25% of the classes. If there were extenuating circumstances, the student may apply for reinstatement. Moreover, it is the student's responsibility to makeup material missed. Due dates will not be modified by absences. Finally, it is the students responsibility to drop the course if they so choose. Drops processed before the official drop date will receive a "W". Drops processed after that date will depend on the student's course grade. Barring extenuating circumstances, the rule is: If the student is passing a "W" will be given; If the student is not passing, an "F" will be given."</p> <p>ALL absences - excused and non-excused - are counted towards the 25% mark.</p> <p>NOTE: (relatively) New State regulations:</p> <ol style="list-style-type: none"><li>1. You may only drop 6 undergraduate classes with a grade of "W" - after that you will be given a grade based upon how much/how well you have done in the course (unless you totally withdraw from all classes).</li><li>2. The third time you take a course, you will be charged out-of-state tuition. ALSO new - To continue to receive financial aid, a student must maintain a 2.0 average and complete 67% of ALL hours attempted. For this computation, a "W" is equivalent to an "F".</li></ol> <p>*</p>
	<p>*SEATING: When the course begins, seating will be on a first-come, first-seated basis. After the 12th day of the semester, you should always sit in the same seat to facilitate taking roll and help me associate names to students. Occasionally specific seat assignments will be made. When specific seat assignments are made, the student will be counted absent if he/she is not in the assigned seat.*</p>
	<p>Tardiness:</p>
	<p>Students are expected to be in class and ready by the beginning of the period. Late arrivals and early departures disrupt the class and take time away from those who arrived on time. Consequently, students arriving in class after roll is called will be marked absent unless they notify the instructor after class. Two late arrivals or early departures will be counted as an absence. (if there is a reason to be late often - i.e. previous class at the CSC - let me know and we can work something out).</p>

## INTRODUCTION TO COMPUTING

BCIS 1305.04

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	<p>* Assignments are due at the beginning of class on the specified date. It is your responsibility to find out what you missed, to turn in assignments on time, to prepare for tests, etc. Students should have completed the specified text readings and be prepared for class discussion. Assignments are due at the beginning of the class. Assignments turned in after class on the same day will be docked 20 points {I'll wait for an emergency printout}; Those turned in within 24 hours after the due date will be docked 30 points .</p> <p>NO WORK will be accepted after 24 hours unless special arrangements have been made with the instructor. {This means: Don't wait til the last minute to do the project.} There is a printer in the classroom that can be used to print out your projects, but not during class.</p> <p>*</p>
	<p>* NO WORK will be accepted after the first day of the week before final exams. BEST BET: DO THE WORK EARLY so if your printer dies the night before the due date, you will have already printed the assignment. Always bring your USB drive!</p> <p>*</p>
	<p>* EVERYTHING turned in needs to have a title and name block to identify it. The block should contain your name, the date the assignment is due, the identification of the assignment and the time the class meets:</p> <p>*</p>
	<p>* 5% of the assignment grade will be counted for the correct name block. REALLY!!</p> <p>Charlie Brown April, 18, 2014    &lt;===DUE date for the assignment PROJECT 2: Protect the computer Class: Th: 10:20    BE SURE TO PUT THE CLASS Date/TIME ON ALL WORK</p> <p>FOR EMERGENCIES ONLY: Assignments may be emailed to me at dburgett@McLennan.edu. The email MUST have the subject COSC 1301.xx hh.mm (or BCIS 1305.xx hh.mm) LATE ASSIGNMENT - your name, and must include an explanation of why the assignment is late. If you don't put the correct subject in the header, I may mistake the email for SPAM and skip over or delete it. xx= section, hh.mm = time the class meets. EG: BCIS 1305.04 9:35. 5 points will be deducted and the paper counted late until it is found if the subject line is not</p>

## INTRODUCTION TO COMPUTING

### BCIS 1305.04

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	correct.EMAIL !!!! at dBurgett@McLennan.edu !!!ALL eMails to me need to have a SUBJECT that begins with COSC 1301(or BCIS 1305).nan hh.mm followed by whatever else is appropriate. That is, the course ID, section number and the time it meets or the email may get lost in the traffic. e.g. BCIS 1305.04 Th-11:30..Emails to you will go to your MCC email account*
	On projects - printouts of WebPages are SUPPORT material, and may be included with the document, but do not count as YOUR writing. A project consisting of one page of your words and ten pages of printouts does not count as a 3-page document.
	Cheating/Plagiarism
	<p><i>Cheating in any form will not be tolerated. Cheating occurs when work offered is not done personally and individually by the person (or team if a team project) submitting the work. Examples: copying from or giving another student test answers, reports, or any other material that is to be handed in; using any form of cribbing - from written notes to instant messaging to chat rooms.; taking someone else's work and handing it in as your own (plagiarism) - when you take words or pictures or graphics from any source, including the Internet, to use in your reports, you must give credit to the author, if known, and indicate the exact location (URL) from which you took the material...not doing so is considered theft of intellectual property.</i></p> <p><i>If it is determined by the instructor that the student has misrepresented his/her work in any way, the student may receive an F for the class.</i></p>
	Other Resources: lists of resources available to use include:
	<p>The McLennan Community College Library and/or the McLennan County Libraries.</p> <p>MCC library has computers available for your use. Check <a href="http://www.mclennan.edu">HTTP://www.mclennan.edu</a> for library hours - especially on Sundays</p>
	<p>The Computer Lab (BT 114) has computer resources, both hardware and software, required for the course. The lab computers also have access to the Internet. The labs hours are Currently in flux - see the hours posted on the lab door.</p> <p>The library at MCC main campus is open 7:30am-10pm M-H, 7:30-5 on F, 9am-3pm Sat and 3pm-9pm Sun. see: <a href="http://www.mclennan.edu/library/lib/hours.html">http://www.mclennan.edu/library/lib/hours.html</a> to check for changes.</p>



## INTRODUCTION TO COMPUTING

BCIS 1305.04

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	<p>·</p> <p>MCC's Student Services offer a range of student support to include tutors and special aides as required by the students. Their phone number is 299-8431.</p> <p>*</p>
	<p>*The contents of this document are subject to change without notice.</p>
	<p>*</p> <p>MCC provides computer support for students taking online courses. Support is provided 24/7 by Networking Services department. You can report problems to this site: <a href="http://mccweb.mcc.cc.tx.us/departments/netsrv/help.php">HTTP://mccweb.mcc.cc.tx.us/departments/netsrv/help.php</a>. Blackboard course info technical support phone numbers: 8:00am - 5:00 pm Mon - Fri: 299-8077 24/7 distance Learning Support Line: 717-6349</p> <p>*</p>
	<p>*</p> <p>COURSE (not so) TRIVIA: The Online version of this course is just as rigorous as the in-class version. The difference is basically the time-shift done online. Most courses assume you will need to spend 2 hours or so outside of class for each hour spent in class. For online courses, you will need to assume responsibility for the time that would otherwise be spent in class, but then you can do that at 1 am, and you will have to read the material more carefully. Labs can change the mix depending on how they are offered. This is pretty much universal across disciplines and colleges. Some, like nursing, require more.</p> <p><a href="http://www.usu.edu/arc/idea_sheets/pdf/estimate_study_hours.pdf">http://www.usu.edu/arc/idea_sheets/pdf/estimate_study_hours.pdf</a></p> <p>*</p>
	<p>*</p> <p><b><u>ADA Statement:</u></b></p> <p>In accordance with the requirements of the Americans with Disabilities Act (ADA), and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC's designated ADA co-coordinators, Mr. Gene Gooch - Vice President, Finance and Administration and Dr. Drew Canham – Vice President, Student Services shall be responsible for coordinating the College's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Renee Jacinto, Disabilities Specialist, at 299-8122 or <a href="mailto:rrjacinto@mclennan.edu">rrjacinto@mclennan.edu</a>.</p> <p>*</p>

## INTRODUCTION TO COMPUTING

BCIS 1305.04

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	<p><b><u>TITLE IX</u></b></p> <p><i>“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”</i></p> <p>Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C. F. R. Part 106 (Title IX)</p> <p>In accordance with the requirements of the Title IX Education Amendments of 1972 MCC’s designated Title IX Coordinator, Al Pollard – Vice President, Program Development/EEO Officer and Deputy Coordinator, Drew Canham – Vice President, Student Services shall be responsible for coordinating the College’s effort to comply with and carry out its responsibilities under Title IX.</p>
	<p><b>Catalog General ATTENDANCE POLICY</b></p> <p>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. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.</p> <p>Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course. If the student’s 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.</p> <p>Each absence will count toward attendance requirements in each course.</p>

## INTRODUCTION TO COMPUTING

BCIS 1305.04

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	<p>Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.</p> <p><b>Student Absences on Religious Holy Days</b></p> <p>McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code. McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.</p> <p><b>Note:</b></p> <p>Students interested in seeing the class attendance policy in its entirety should check the Highlander Guide or the MCC policy manual or the official ONLINE general syllabus for this class.</p>
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# INTRODUCTION TO COMPUTING

BCIS 1305.04

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	Examples of Typical Web Sites Citations ... "and Novell Is poised to take over the Linux world" <sup>12</sup> <==NOTE THE SUPERSCRIPT 12
	From:
	Citing Web Sources MLA Style
	<sup>12</sup> Harry, Robert. "Citing Web Sources MLA Style" "Version Date: March 12, 2001;
	< <a href="http://www.virtualsalt.com/mla.htm">http://www.virtualsalt.com/mla.htm</a> > Accessed 27 April, 2005
	General:
	<sup>12</sup> Last name, First name. "Article Title." <i>Site Name</i> . Article date.
	Organization Name. Date of access <URL>.
	With author:
	<sup>12</sup> Schuster, Alan. "Spa and Hot Tub Chemical Questions." <i>Ask</i>
	<i>Alan</i> . 18 Aug. 1998. Aqua-Clear Industries. 10 Oct.
	1998 < <a href="http://www.aqua-clear.com/alan/aa9.htm">http://www.aqua-clear.com/alan/aa9.htm</a> >.
	With no author and no page date:
	<sup>12</sup> "Newborn Feeding." <i>Welcome to Gerber</i> . Gerber Corporation.
	18 Oct. 1998 < <a href="http://www.gerber.com/phases/newborn/feeding.html">http://www.gerber.com/phases/newborn/feeding.html</a> >.
	With the Web site name the same as that of the organization (no organization name is specified):
	<sup>12</sup> Harris, Robert. "Evaluating Internet Research Sources." <i>VirtualSalt</i>
	17 Nov. 1997. 17 Oct 2000
	< <a href="http://www.virtualsalt.com/evalu8it.htm">http://www.virtualsalt.com/evalu8it.htm</a> >.
	Site with no site name:
	<sup>12</sup> Last name, First name. "Article Title." <i>Home Page</i> . Article date. Date of Access <URL>.
	Site with page, paragraph, or section numbers:
	<sup>12</sup> "The Ahwahnee Principles." <i>The Center for Livable Communities</i> .

## INTRODUCTION TO COMPUTING

BCIS 1305.04

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	18 Aug. 1997. 23 Principles. Local Government Commission.
	18 Oct. 1998 < <a href="http://www.lgc.org/clc/ahwan.html">http://www.lgc.org/clc/ahwan.html</a> >.
	See the website for more information.
	Here is a website that will build citations for you in the style you select. You just key in the required fields in the form. We would probably use the MLA style. <a href="http://www.citationmachine.net/index.php?alt=true">http://www.citationmachine.net/index.php?alt=true</a>
	Whatever style you choose must be one that uses superscripts to link to the citations. A general "references" list is not acceptable.

# INTRODUCTION TO COMPUTING

BCIS 1305.04

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	Take home Quiz over the Syllabus Use it to prepare for the ONLINE QUIZ
	NAME: _____ Class Time _____
1	What are the Teacher's Office Hours and where to look for changes.
2	Late work will lose _____ % and POINTS at _____ % per Day
3	When is the First PROJECT due?
4	How many pages should the SECOND project be, besides the endnotes and attachments?
5	We are going to view several movies from the series TRIUMPH OF THE _____
6	This course is divided into 2 courses: COSC 1301/BCIS 1305 Lecture and COSCL 1301/BCISL 1305 Lab. There is one grade for the course made up of _____% of the LECTURE grade and _____ % of the LAB grade
7	Regulations say that a student must be dropped from a class when _____ % of the class is missed
8	Assignments that do not have a proper name block are docked _____%
9	The president elect of the United States is _____
10	When citing information in a paper, a small number <sup>12</sup> called a _____ is placed at the end of the material being cited so the reader can tell which reference belongs to that part of the text.
11	Turning in someone else's words as your own is called _____
12	The Penalty for cheating in this class is:
13	Why is "WWW.DELL.COM" probably not a good citation for your paper

# INTRODUCTION TO COMPUTING

BCIS 1305.04

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WHAT DATE	
Make a	Syllabus Test Due before this date.
calendar of	
the dates and	Test ONE
times for	Project 1 Due
YOUR	Nerds Test I turned OFF
section	Test TWO
	Project 2 Due
	Nerds 2 test turned OFF
	TEAM Project Due
	Nerds 3 test turned OFF
	Test FINAL

### **IMPORTANT NOTICES**

#### **MCC Academic Integrity Statement:**

The Center for Academic Integrity, of which McLennan Community College is a member, defines academic integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. For further information about student responsibilities and rights, please consult the McLennan website and your Highlander Student Guide.

#### **Academic Integrity Statement extended:**

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). 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 I suspect you of any misconduct, I will contact you and ask for an explanation. 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 zero on the assignment. 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.

To Note: I may be using SafeAssign this semester. It is specialized software that comes with Blackboard that tests student papers for plagiarism. The software is quite effective so make sure to put your findings in your words or use quotation marks in using other's work. In all cases,



## INTRODUCTION TO COMPUTING

BCIS 1305.04

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make sure to properly cite all references in your paper. See the syllabus on Blackboard for the proper way to cite references.

If you have questions on what is considered appropriate, contact me, your instructor.

### **MCC Attendance Policy:**

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.

Please refer to the [Highlander Guide](#) for the complete policy.

**Six Drop Rule:** Students who enroll at MCC as entering freshman or first-time college students during the fall 2007 semester or any subsequent semester may not drop more than six courses. The six-course limit does not apply to students who were enrolled in college courses prior to the fall 2007 semester. Students who have completed a baccalaureate degree at any accredited public or private institution are not subject to the six-course limit. The six course limit includes courses taken at MCC or any other Texas public institution of higher education. If a seventh drop is attempted, the student and instructor will be informed that the student must remain in the course and the student will receive a grade of A, B, C, D, F or I. He/she will not be able to receive a W or withdrawal grade and will not be due a refund of tuition and fees. All courses dropped after the semester census date are included in the six-course limit unless (1) the student withdraws from all courses or (2) the drop is an approved drop exemption.

### **ADA Statement:**

In accordance with the requirements of the Americans with Disabilities Act (ADA), and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC's designated ADA coordinators, Dr. Drew Canham – Vice President, Student Success and Mr. Gene Gooch - Vice President, Finance and Administration shall be responsible for coordinating the College's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Ms. Renee Jacinto, Disabilities Specialist, Student Services Center, Student Development Department, Room 227 or at 299-8122 or rrjacinto@mclennan.edu

## INTRODUCTION TO COMPUTING

BCIS 1305.04

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### **TITLE IX**

*“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”*

Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C. F. R. Part 106 (Title IX)

In accordance with the requirements of the Title IX Education Amendments of 1972 MCC's designated Title IX Coordinator, Al Pollard – Vice President, Program Development/EEO Officer and Deputy Coordinator, Drew Canham – Director of Human Resources shall be responsible for coordinating the College's effort to comply with and carry out its responsibilities under Title IX.

#### **Contact information**

Al Pollard, Title IX Coordinator  
Vice President, Program Development  
McLennan Community College  
Administration Building, Room 417  
1400 College Drive  
254-299-8669  
FAX 254-299-8654  
[apollard@mclennan.edu](mailto:apollard@mclennan.edu)

Drew Canham, Title IX Deputy Coordinator  
Vice President, Student Services  
McLennan Community College  
Administration Building, Room 408  
1400 College Drive  
254-299-8692  
FAX 254-299-8654  
[dcanham@mclennan.edu](mailto:dcanham@mclennan.edu)

**COSC 1301/**

**BCIS 1305**

**Integrated Software  
Applications**

**BCIS 1305 - Integrated Software Applications**

Course Competencies	Workplace Competencies																		Foundation Skills																		
	Resources				Interpersonal						Information				Systems			Technology			Basic Skills					Thinking Skills						Personal Qualities					
	A	B	C	D	A	B	C	D	E	F	A	B	C	D	A	B	C	A	B	C	A	B	C	D	E	A	B	C	D	E	F	A	B	C	D	E	
Define and utilize a basic computer vocabulary.											X	X	X								X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X
Describe the general history and sequential development of the computers by tracing the historical development of the computer and forms of memory, and describing technological advancements.											X	X	X								X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X
Identify the basic components of a computer and describe the functions of each																					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Identify the basic components of a computer and describe the functions of each											X	X	X																			X	X	X	X	X	X
List the most common types of computer I/O and storage hardware, and explain how they function.											X	X	X																			X	X	X	X	X	X

# INTRODUCTION TO COMPUTING

BCIS 1305.04

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# INTRODUCTION TO COMPUTING

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