WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Business Computer Applications

BCIS 1305 O281

Missy Kittner

.

NOTE: This is an 8-week course

NOTE: This is a Online course

Course Description:

BCIS 1305 Business Computer Applications (3 SCH version) Introduces and develops foundational skills inapplying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet. (BCIS 1305 is included in the Business Field of Study

Semester Hours: 3(2 lec/2 lab).

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

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 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.

As I mentioned before, I want you to learn the material and be comfortable with the use of computers. As the Professor, 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!

Students will be informed of any amendments and corrections by an updating of the Syllabus/Instructor Plan on the course Brightspace site. Any printed copy may not be the most current. The online Syllabus/Instructor Plan posted on the Brightspace course site is the applicable version and will be used as course policy by the instructor.

Instructor Information:

Instructor Name: Missy Kittner
MCC Email: mkittner@mclennan.edu
Office Phone Number: 254-299-8514
Office Location: Administration 408
Office/Teacher Conference Hours: M/W: 5-6 pm; T/TH: 5-5:45 pm
Other Instruction Information: BBA in Management Information Systems from Baylor University and MBA in Human Resources Management from University of Pheonix.

Required Text & Materials: Included in your tution payment

REQUIRED

MindTap for Cengage's New Perspectives Collection, Microsoft 365 & Office 2021, 1 term Instant Access

Edition: 1st
ISBN: 9780357671993
Author: Cengage Cengage
Publisher: Cengage Learning
Formats: TXT

You will also need the following:

- Flash drive (often called a USB drive) or cloud drive this can be shared with other courses.
- Microsoft Office 2019/Office 365 to include Word, Excel, Access, PowerPoint
- *** *** McLennan Community College now provides students, faculty & staff the abilityto 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.

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

Methods of Teaching and Learning:

The CIS department has online, blended/hybrid and Hyflex courses that are designed with the same standards of excellence as our face to face classes that meet on campus. This course is an online class, which will require more study and student effort than is usually required in a traditional face-to-face course. In order to be successful in this course, students should be willing to put inat least twice as much time as they would spend in a face-to-face section because it will requiremore reading, research and online collaboration. This course requires at least the same level ofrigor as a traditional course and additionally requires that the student can work independently, solve problems, communicate and participate in a professional manner. This class has lecture quizzes and written assignments as well as a lab component and a group project.

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 expressionof ideas through written, oral and visual communication
- **Teamwork (TW) --** to include the ability to consider different points of view and to workeffectively with others to support a shared purpose or goal
- **Personal Responsibility (PR)** -- to include the ability to connect choices, actions andconsequences to ethical decision-making

This course incorporates the above core objectives by encompassing encompass creative thinking, innovation, inquiry, and 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 connectchoices, actions and consequences to ethical decision-making.

Course Objectives and/or Competencies:

Learning Outcomes: Upon successful completion of this course, students will:

1. Describe the fundamentals of information technology concepts – hardware, software, security,and privacy.
2. Demonstrate proper file management techniques to manipulate electronic files and folders inlocal, network, and online environments.
3. Create business documents with word processing software using spelling and grammar check,format and layout, tables, citations, graphics, and mail merge.
4. Create business documents and analyze data with spreadsheet software using (1) tables, sorting, filtering, charts and graphics, pivot tables, macros; (2) statistical, financial, logical andlook-up functions and formulas; and (3) add-ins.
5. Create business multimedia presentations with presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.
6. Create databases and manage data with database software using tables, fields, relationships,indexes, keys, views, queries, forms, reports, and import/export functions.
7. Integrate business software applications.
8. Use web-based technologies to conduct ethical business research.
9. Use "goal seeking" and "what-if analysis" to solve problems and make adjustments/recommendations in a business environment.

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be

re-evaluated accordingly and the student will only receive funding for those courses attended as *of the course census date.*

Students are required to attend class for the class project.

Business Division Online and HyFlex policy:

To be counted as attending BEFORE the census date, a student must complete and submit at least ONE assignment. Discussion boards, syllabus quizzes, the first set of homework, etc. are considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing content does NOT count. Any student who fails to complete and submit at least one assignment prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work module, they have "attended" and will not be withdrawn. If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.

How I take attendance for this class

I will take attendance based on the completion of the lecture quiz everyweek, Week one that is the orientation quiz. On the week the project is introduced attendance will be taken if you team turns in and gets your project approved. If there is no quiz in the lecture but a written assignment that is how attendance will be taken. The week projects are due attendance will be based on your team evaluation. The last week attendance will be based on your Access assignment. You will also be required to attend class for the presentastion of the the group project.

Drop Withdraw policy

It is important for students to understand the difference between a drop and a withdraw from a course. MCC's definition of a **Drop:** On or prior to the course census date a student is removed from the course without a grade and the removal does not affect the student's six-course withdraw limit nor does it appear on the student's academic transcript. Likewise the definition of a **Withdraw:** After the census date a student is removed from the course and given a final grade

of a "W" for the course. The withdrawal is included in the six-course limit unless (1) the student withdraws from all courses or (2) the withdrawal is an approved exemption.

Every class in this course builds on the previous lesson. participation in online assignments and their promptness at completing projects **not how often you log into Brightspace**. **Until the census date (see announcements in Brightspace for the date)**, if student has not done any assignments, and/or not attempted to contact teacher by phone, in person, and/or email, the instructor will assume he/she does not intend to take the course and will drop you automatically, no questions asked.

Last day to withdraw with a W is 4/12. **If a student wants to Withdraw from the class for any reason and at any point in semester until this date, it is his or her responsibility to contact the instructor in order todo so. The student must** email **the instructor so that the instructor can process a drop for the registrar.** I do not mind processing the drop to save the student a trip to campus BUT *itis student's responsibility to politely ask instructor to do so. Email must state that you want me to drop you AND WHY*. Please have your full name as well as student ID in signature of email. DO NOT provide your social security in email. IF YOU DO NOT CONTACT INSTRUCTOR YOU WILL NOT BE WITHDRAWN AND WILL RECEIVE THE GRADE YOU EARNED AT END OF THE SEMESTER.

Course Outline or Schedule:
The below course outline is a **tentative schedule** and the instructor reserves the right tomodify as necessary. If this schedule and the dates on the learning units under assignments differ the learning unit dates are the dates when assignments will be due. Any Changes will be posted on Brightspace in announcements.

Items highlighted in yellow is how attendance grade will be taken.

Business Computer Applications

BCIS 1305 O281

DATE Due		LECTURE ASSIGNMENT				LAB ASSIGNMENT	
3/14	Unit 1	Register in Cengage MindTap (textbook) Watch getting started with Technology for Success Computer Concepts in MindTap Under Course Orientation	Discussion Board to Introduce Yourself (in Brightspace)	Orientation quiz Conformation Agreement		Read and complete PowerPoint handout (in Brightspace).	Turn in Power Point presentation (in Brightspace)
3/17	Unit 2	Read Module 1: Impact of Digital Technology in MindTap Under Technology for Success: Computer Concepts	Exam over Module 1 in BrightSpace			Read Word Module 1 complete the SAM Training in MindTap	Exam over Word Module 1 in MindTap
3/21	Unit 3	Read Module 2: The Web in MindTap Under Technology for Success: Computer Concepts	Exam over Module 2 in Brightspace	Lecture Assignment #1		Read Word Module 2 complete the SAM Training in MindTap	Exam over Word Module 2 in MindTap
3/24	Unit 4	Read Module 3 Computer Hardware in MindTap Under Technology for Success: Computer Concepts	Exam over Module 3 Computer Hardware (in Brightspace)			Read Word Module 3 complete the SAM Training in MindTap	Exam over Word Module 3 in MindTap
3/28	Unit 5	Read Module 4 Operating Systems and File Management in MindTap Under Technology for Success: Computer Concepts	Exam over Module 4 Operating Systems and File Management (in Brightspace)			Read Word Module 5 and 6 complete the SAM Training for each in MindTap	Exam over Word Modules 5 &6 in MindTap
3/31	Unit 6	Introduction to Team Project	Turn in topic choices				

DATE Due		LECTURE ASSIGNMENT				LAB ASSIGNMENT	
4/4	Unit 7	Read and Module 14 Digital Ethics and Lifestyle in MindTap Under Technology for Success: Computer Concepts	Exam over Module 14 Digital Ethics and Lifestyle (in Brightspace)			Read Excel Module 1 and complete the SAM Training in MindTap	Exam over Excel Module 1 in MindTap
4/7	Unit 8	Read Module 5 Software and Apps in MindTap Under Technology for Success: Computer Concepts	Exam over Module 5 Software and Apps (in Brightspace)	TOA (in Brightspace)		Read Excel Module 2 and complete the SAM Training in MindTap	Exam over Excel Module 2 in MindTap
4/11	Unit 9	Read Module 6 Security and Safety in MindTap Under Technology for Success: Computer Concepts	Exam over Module 6 Security and Safety (in Brightspace)			Read Excel Module 3 and 4 complete the SAM Training for each in MindTap	Exam over Excel Module 3 and 4 in MindTap
4/14	Unit 10			Lecture Assignment #2		Read Excel Module 5,7,8 and complete the SAM Training for each in MindTap	Exam over Excel Modules 5,7, 8 in MindTap
4/18	Unit 11	Read Module 10 Networking in MindTap Under Technology for Success: Computer Concepts	Exam over Module 10 Networking (in Brightspace)			Read Excel Modules 9,10 and 11 complete the SAM Training for each in MindTap	Exam over Excel Modules 9,10,11 in MindTap
4/21	Unit 12	Team projects due	Team project evaluations due (in Brightspace)	Discussion board (in Brightspace)		Read Access Module 1 and complete the SAM Training in MindTap	Exam over Access Module 1 in MindTap

DATE Due		LECTURE ASSIGNMENT				LAB ASSIGNMENT	
4/25	Unit 13	Read Module 12 on Digital Transformation: Cloud, E-commerce, and AI in MindTap Under Technology for Success: Computer Concepts	Exam over Module 12 Digital Tansformation: Cloud, E-commerce, and AI (in Brightspace)	Lecture Assignment #3		Read Access Module 2 and complete the SAM Training in MindTap	Exam over Access Module 2 in MindTap
4/28	Unit 14					Read Access Module 3,4 and 8 complete the SAM Training for each in MindTap	Exam over Access Module 3, 4, 8 in MindTap
4/30	Unit 15	Final (in Brightspace)					

Course Grading Information:

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. Assignments will be graded within two weeks of when they are due. The assignments include:

Lecture Written Assignments (20% of the course grade): There are three lecture assignments forthe lecture portion of the course. This is a major portion of your total grade and are available in Brightspace only.

Discussion Boards and Quizzes (15% of the course grade): The quizzes provide a tool for students to assess how well they are grasping key concepts in each chapter. There is a quiz for each major lecture module. (taken in MindTap) Discussion boards are meant to engage the students in conversation with each other especially in the online environment. (in Brightspace)

Topic Presentation (15% of the course grade): This project will be a voice over PowerPoint. This project will be done in teams of three. I will provide a list of approvedtopics for our course

and you will get to choose the one that interests you the most. The topics are provided later in the course and they will be first come, first served basis.
Don't worry, there are plenty of great ideas.

Final Exam (10% of the course grade) This will be a comprehensive exam over chapters 1-6 taken inBrightspace.

Lab Exam (20% of the course grade)- This is the lab exams over Word, Excel, Access in MindTap and yourPowerPoint assignment in Brightspace.

Lab Assignments (20% of the course grade)- This is over the training assignments in MindTap.

The final course grade will be comprised of both your lecture class grade and your lab grade. Lecture grade will count for 60% of the total grade, while the lab grade will make up the remaining 40%.

Interpretation of a Numeric Grade:

Grade		Average
A	Excellent/Superior Performance	90-100
B	Above Required Performance	80-89
C	Minimum Required Performance	70-79
D	Below Required Performance	65-69
F	Performance Unacceptable	0-64

Assessments **may** include:

- Written objective and/or subjective exams
- Chapter Quizzes, Terminology Quiz, Midterm & Final Exams
- Class discussion and discussion forum participation
- Homework, class assignments, presentations reports, and projects
- Supplementary oral and written assignments
- Team participation and performance

Business orientation, attitude, ethics & work habits in group and individual work

Late Work and Make Up Work Policies:

Late work **will not be accepted** without written proof of an emergency. Make-up exams are not permitted without written proof of extraordinary circumstances and must be taken on campus in the BTB 103 Computer lab.

It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion. Moreover, it is the student's responsibility to keep up with missed material. Finally, due dates will not be modified by absences.

E-mail is our primary form of communication. Emails are returned to the best of my ablity within 24 hours of receipt except when received over the weekend or during holidays. Those will be returned the first business day the College is open. **Please include your class and section number for example BCIS 1305 O281**. This will help me address your questions quickly. I will not call you unless you ask.

Grading: Any of the assignments that need to be graded by myself, such as lecture assignments, presentations, team projets, etc. , I do my very best to have them graded withing two weeks of the due date.

IMPORTANT NOTE: Many students wait until the last minute and realize their grade is not what they would like it to be. I do not give extra credit work ever. (So please do not ask) There are way too many assignments in this class to add any more. If you just complete the work assigned on time and responsibly you should earn a grade in this class in which you will be pleased.

Student Behavioral Expectations or Conduct Policy:

Activities of successful students:

- Reading, understanding and abiding by the Syllabus
- Checking MCC student email and the announcements daily
- Studying appropriately
- Devoting the right amount of time to this class to be successful
- Being conscientious, responsible and accountable
- Contacting instructor with any issues
- In online classes logging into Brightspace and your student email every day and checking Announcements and grades reporting any discrepancies within one week of grade being posted.
- Check your work before sending, making sure you have attached files properly and in the correctformat.
- Pace yourself and do not wait until the last minute to do your work.
- You must have a backup plan in case your computer goes down or Internet connection isinterrupted. It is your responsibility and due dates will not be modified.

Being professional, courteous and respectful to the instructor and to each other.

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). The link above will provide you with information about academic integrity, dishonesty, and cheating. 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 it is determined by the instructor that the student has misrepresented his/her work in any way, the student will face severe consequences. 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. If you study with someone or share books and ideas, be sure to turn in individual work. **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.**

If instructor suspects you of any misconduct, it is up to the student to be able to prove teacher is incorrect. Be sure to keep all your written sources, e-mail correspondences, and other class materials until your final grade has been posted and grade issues have been resolved. If it is determined the student is in violation of this policy on the first offence you will receive on whole letter grade deduction in the course, not the assignment the course final grade. On the second offence you will receive an F for the course.

If I suspect you of any misconduct, I will contact you and ask for an explanation. (If you do not respond to my request to speak about your assignment I will have no recourse but to treat it as a cheating offence.) After hearing your explanation, I will then decide. If I do find you have cheated or plagiarized, **the first offense will be a drop in one letter grade in the course**.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.

Click Here for the 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. See specifics for the Business Division and my course. Course Attendance/Participation Guidelines:

10/09/2023

MCLENNAN COMMUNITY COLLEGE

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)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. Claudette Jackson, (Accommodations/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 may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. 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. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (https://www.mclennan.edu/academic-support-and-tutoring/)

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 success@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://calendly.com/paulannespantry-mcc/15min.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

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:
Please view our Academic integrity statement for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/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 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.