

**McLennan**  
C O M M U N I T Y  
**COLLEGE**

WACO, TEXAS

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**COURSE SYLLABUS**  
**AND**  
**INSTRUCTOR PLAN**

**INTRODUCTION TO COMPUTING LAB**  
**BCISL 1305-H2/COSCL 1301-H2**

David Trower

# INTRODUCTION TO COMPUTING LAB

BCISL 1305-H2/COSCL 1301-H2

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*The online Syllabus/Instructor Plan posted on BlackBoard is the most current class policy instructor will follow. Amendments and corrections are occasionally posted and students will be informed of such. Any printed copy the student has may not be the most current.*

## **Course Description:**

Provides a survey of microcomputer usages and applications. Includes terminology, applications, hardware, software, and typical microcomputer systems. Provides hands-on exercises including word processing, spreadsheets, database, presentation and Internet browsers. Keyboarding skill recommended. Semester Hours: (2 lab.)

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

Co-requisite: BCIS 1305 Introduction to Computing Lecture

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

Keyboarding skill recommended.

## **Instructor Information:**

Instructor Name: David Trower

MCC E-mail: dtrower@mclennan.edu

Office Phone Number: 254-304-5212

Office Location: BT118

Office/Teacher Conference Hours: Tuesdays and Thursdays 8:30am-10:00am; or by Appointment

Other Instruction Information: The best way for you to get a hold of me outside of office hours is by email. I check my email all the time, except when I am in class, in meetings, or asleep.

Online Office Hours: During my regularly scheduled office hours, I will also be available online using Zoom. If you are off-campus and need to speak with me during my office hours, you can join the meeting in Zoom using the following link: <https://mclennan.zoom.us/j/104595651>. The link will require you to download the required computer software to join the video conference call. Please note, that unless you let me know that you need to meet with me privately, anyone can join this call during my office hours. A document is on Blackboard (under the folder called Software) on how to use Zoom.

Lab Hours: The lab located in BT114 is available to all students in the class needing tutoring help. The lab hours are Monday through Thursday 10:00 am to 8:30 pm. I encourage you if you need help, and I'm not on campus, those working in the lab will be more than willing to help.

# INTRODUCTION TO COMPUTING LAB

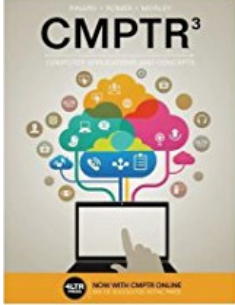
BCISL 1305-H2/COSCL 1301-H2

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## **Program Director Information:**

Cynthia Wagner, CIS Program Director,  
BT #114, (254) 299-8254, [cwagner@mclennan.edu](mailto:cwagner@mclennan.edu)

## **Required Text & Materials:**



Title: CMPTR<sup>3</sup> w/ SAM 365 & 2016 Assessments, Trainings, & Projects  
(w/2 Access Codes)  
Author: Katherine T. Pinard  
Edition: 3<sup>rd</sup> Edition  
Publisher: Cengage  
ISBN: 978-1-337370974  
the ISBN for a bundle with the Ebook only is: 978-1-337113922  
Bundle Includes: CourseMate, SAM 365, Office 365 180-day Trial

[MCC Bookstore Website](#)

USB Flash drive (1 GB recommended)

## **Required Hardware and Software**

For this course, students will be expected to have a working computer and Internet connection (at least 56k, but a high-speed connection is recommended) 24/7 or have access to a computer while enrolled. If you do not have a computer, you will need to access the CIS Computer Lab in (BT-114) or plan to come to campus to complete assignments in the library or other areas. Not having working technology or access to it is NOT an excuse for not completing assignments. Throughout the class, most of your work will be done using the simulation program SAM which you access through a web browser (Internet Explorer, Firefox, Chrome, Edge, Safari, Opera) and requires the Internet.

Blackboard will be used to help supplement this class. There will be some assignments that you will upload on Blackboard and I will be making all of my lab lecture PowerPoints available through Blackboard.

\* [Click Here for the Minimum System Requirements to Utilize MCC's Blackboard](#)

([www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements))

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's Blackboard learning management system

For some of the assignments done outside of SAM, you will need to use Microsoft Office. You can do this in the computer lab on campus. However, as a MCC student you are able to get Office365 for free when you register with your @students.mclennan.edu email address.

- [Click here](#) to sign up and download
- [Click here](#) for instructional video

# INTRODUCTION TO COMPUTING LAB

## BCISL 1305-H2/COSCL 1301-H2

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### **Hybrid Courses**

The CIS department's online and hybrid courses are designed with the same standards of academic excellence as the face to face classes that meet on campus. This course is a hybrid 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 in at least twice as much time as they would spend in a face-to-face section due to the fact that it will require more reading, research and online collaboration. This course requires at least the same level of rigor as a traditional course and additionally requires that the student can work independently, solve problems, communicate and participate in a professional manner.

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

- A. **Lab Assignments** (30% of the course grade): These assignments give students an opportunity to apply the skills they will learn in the lab classes. All is explained in the weekly lab assignments listed in Blackboard under the Assignments link.
- B. **Lab Exams** (60% of the course grade): There are four lab exams to assess student's ability to handle the skills and software tools presented in the lab sections. The specific dates for each lab exam are posted in Blackboard under the Instructor Plan link.

### **Course Objectives and/or Competencies:**

- A. **Course Objectives:** Upon successful completion of COSCL 1301/BCISL 1305 Introduction to Computing Lab, the student will be able to use the microcomputer as a tool with common applications such as word processing, spreadsheets, database management, presentation software, and Internet browsers; in a Windows environment.
- B. **Course Competencies:** Students will be able to:
  - 1. Identify and describe various Windows functions and perform these functions on a computer system.
  - 2. Describe the basic functions in a word processor and perform those functions. Functions include accessing the software, entering data, correcting data, saving, modifying, cut and paste, printing, formatting, searching, find and replace, centering, tabs, margins, templates, spelling and grammar checking.
  - 3. Describe the basic functions of a spreadsheet and perform spreadsheet functions. Functions include accessing the software, loading and saving spreadsheets, entering and changing numerical values, text data and formulas, moving rows and columns, replicating data, formatting, sorting and selecting data, printing, setting print size and other print options, blanking fields and blocks, analyzing with what it questions and creating charts.
  - 4. Describe the basic functions of a database system and examine basic database operations. Focus is on the concepts of data base management and the capability of data base software. Functions include accessing the system, using a database,

## INTRODUCTION TO COMPUTING LAB

### BCISL 1305-H2/COSCL 1301-H2

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- adding, changing and deleting data, creating a database, setting up numerical and non-numerical fields, and searching a database, sorting, changing the format of a database and printing selected items.
5. Describe the basic functions of a graphics presentation software and perform basic functions. Functions include accessing the software, entering data, correcting data, saving, modifying, inserting images, formatting, and adding headers and footers.
  6. Describe the basic functions of an Internet browser and perform basic operations including: printing, saving, navigating, searching, and other basic concepts.
  7. Examine OFFICE as integrated software and describe the basic Integration functions of OFFICE.

#### **Course Grading Information:**

The instructor for COSCL 1301/BCISL 1305 lab will calculate a numeric grade for the course and communicate that grade to the COSC 1301/BCIS 1305 lecture instructor. The Lab grade will count for 40% of the overall grade for the Lecture portion and the Lab portion of the class combined. The COSC 1301/BCIS 1305 lecture instructor is responsible for the student's final grade for the course.

The last exam for COSCL 1301/BCISL 1305 Lab will be given before the designated final exam time and COSCL 1301/BCISL 1305 lab grades will be delivered to the COSC 1301/BCIS 1305 lecture instructor before the designated final exam times.

4 Unit Exams (Windows, Word, Excel, & Access)	60%
Homework Assignments	30%
Participation/Technique – Attendance, Professionalism	10%
	100%

Application tests will contain hands-on problems similar to the review assignments and case problems. The grade will be determined by the number of functions tested.

Assignments will be the Assessments at the end of each chapter, SAM 2016 and any projects as assigned by the instructor. All assignments are due on the day of the Unit Exam.

The Participation/Technique portion of your grade will also include Attendance, Meeting Deadlines, and Professional conduct.

\*No Extra Credit work will be offered for the COSCL 1301/BCISL 1305 Lab class.

# INTRODUCTION TO COMPUTING LAB

BCISL 1305-H2/COSCL 1301-H2

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## **Course Outline or Schedule:**

Instructor reserves the right to modify the schedule at any time. Any changes will be announced in class and will be posted on Blackboard.

<b>Date</b>	<b>During Class</b>
6/6	Orientation, Intro to BB, Intro to SAM, Windows 10 Introduction, Internet/E-Mail,
6/8	PowerPoint Chapter 20 and 21 and Word, Chapter 10
6/13	Exam #1 Windows Hands-on Exam
6/15	Word, Chapter 11 and 12
6/20	Excel, Chapter 13, 14, and 16
6/22	Exam #2 Word Hands-on Exam
6/27	Access, Chapters 17, 18, and 19
6/29	Exam #3 Excel Hands-on Exam
7/4	Holiday (No in-class meeting)
7/6	Exam #4 Access Hands-on Exam

## INTRODUCTION TO COMPUTING LAB

BCISL 1305-H2/COSCL 1301-H2

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### **Late Work and Make Up Work Policies:**

- Students, **whether present or absent**, are responsible for all material presented or assigned for the course and will be held accountable for such materials in the determination of course grades.
- Students will be required to **access Blackboard at least 2 or more times per week** to get announcements and stay current with assignments and due dates.
- Homework Assignments will be completed in the SAM simulation software. Students are **responsible for being able to access SAM** and completing the assignments **on or before the due dates posted**. SAM Assignments **will not** be accepted after the due date unless special arrangements have been made with the instructor.
- Late work will not be accepted without written proof / documentation of an emergency. Make-up exams are not permitted without written proof/ documentation of extraordinary circumstances.
- 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.

### **Student Behavioral Expectations or Conduct Policy:**

To be successful in this class it is **crucial** that you as the student carry through with your responsibilities of learning and applying the material. Key to that is:

- Reading, understanding and abiding by the Syllabus
- Checking MCC student email and the discussion forums 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
- Check your work before sending, making sure you have attached files properly and in the correct format.
- 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 is interrupted. It is your responsibility and due dates will not be modified.
- Professional conduct includes being punctual to class with textbook and supplies needed. It also includes respect toward the instructor and your classmates. (If you enter class late, do so quietly without interruption to the instructor or to your classmates. You are responsible for catching up with the class.)
- Cellphones are to be set on silent and put away, **not visible** on your desk.
- **No texting** or phone calls during class time.
- No eating or drinking is allowed in the classrooms or labs equipped with computers.
- No smoking of any kind is permitted in any building on campus.
- Use appropriate language (no profanity) and keep your comments class related.

## INTRODUCTION TO COMPUTING LAB

BCISL 1305-H2/COSCL 1301-H2

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- Inappropriate use of the computer or other equipment which includes, surfing the internet, talking in chat rooms, instant messaging, social networking, playing games, unassigned printing, or sending/receiving email, unless assigned by your instructor, will result in your removal from the classroom for the remainder of the class period.

\* [Click Here for the MCC Academic Integrity Statement](#)

([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))

The link above will provide you with information about academic integrity, dishonesty, and cheating.

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

EVERYTHING YOU TURN IN MUST BE YOUR OWN WORK. FAILURE TO DO SO IS ACADEMIC DISHONESTY (CHEATING). AT A MINIMUM, YOU AND ANYONE INVOLVED IN, OR WITH KNOWLEDGE OF, THE ACADEMIC DISHONESTY, WILL EARN ZERO POINTS FOR THE ASSIGNMENT.

In this class, there is an absolute zero tolerance policy on cheating in any form, including plagiarism. Ethics are an integral part of all personal, social and professional undertakings. Competency in thinking ethically and accepting responsibility for one's actions is essential to personal and professional development. Students should be committed to their intellectual, ethical, professional and social development throughout life.

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. While collaboration is encouraged in this class **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 the instructor 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 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 make a decision. If I do find you have



## INTRODUCTION TO COMPUTING LAB

BCISL 1305-H2/COSCL 1301-H2

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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.

**\*\*ALL OFFENCES WILL BE REPORTED TO THE CIS PROGRAM DIRECTOR AND ADDED TO THE CAMPUS DATABASE OF ETHICAL OFFENDERS.\*\***

\* [Click Here for the MCC Attendance/Absences Policy](#)

([www.mclennan.edu/highlander-guide-2014-15/policies](http://www.mclennan.edu/highlander-guide-2014-15/policies))

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.

### **Disabilities/ADA Statement**

Any student who may require special arrangements in order to meet course requirements because of a disability should contact Disability Services as soon as possible to make necessary arrangements. Once that process is completed, appropriate verification from Disability Services will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification from Disability Services has been provided. For additional information, please visit [mclennan.edu/disability](http://mclennan.edu/disability).

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

Laura Caruthers, Success Coach, Disability Services

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 249D, Completion Center, in the Student Services Center

## INTRODUCTION TO COMPUTING LAB

BCISL 1305-H2/COSCL 1301-H2

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\* [Click Here for more information about Title IX](#)

([www.mclennan.edu/titleix](http://www.mclennan.edu/titleix))

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinators at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or to call Dr. Drew Canham (Vice President for Student Success) at 299-8645 or Missy Kittner (Director, Human Resources) at 299-8514. Individuals also may contact the MCC Police Department at 299-8911 or Counseling Services at MCC by calling 299-8210.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) 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.

\* *You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*

**COSCL 1301/BCISL 1305 - Introduction to Computing LAB**

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
Identify and describe various Windows functions and perform these functions on a computer system.											X	X	X	X	X	X		X	X																	
Describe the basic functions in a word processor and perform those functions. Functions include accessing the software, entering data, correcting data, saving, modifying, cut and paste, printing, formatting, searching, find and replace, centering, tabs, margins, templates, spelling and grammar checking,											X	X	X	X	X	X	X	X	X																	





