



# BCIS 1305 Business Computer Applications

Course Syllabus: Fall 2024 F2F

*"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."*

**Instructor: Karen Andrews**

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***This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.***

| Office | Monday              | Tuesday           | Wednesday         | Thursday          | Friday | Online |
|--------|---------------------|-------------------|-------------------|-------------------|--------|--------|
| Hours  | 8/26-12/12          | 8/26-10/18        | 8/26-12/12        | 8/26-12/12        |        | Daily  |
|        | 8:00 AM – 9:30 AM   | 8:00 AM – 9:30 AM | 8:00 AM – 9:30 AM | 8:00 AM – 9:30 AM |        |        |
|        | 11:00 AM – 11:30 AM | 1:30 PM – 3:00 PM | 1:30 PM – 3:00 PM |                   |        |        |
|        |                     | 10/21-12/12       |                   |                   |        |        |
|        |                     | 8:00 AM -11:00 AM |                   |                   |        |        |

*Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.*

**Course Description:** 3 Credit Hours.

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the Internet.

**Prerequisite(s):** None.

**Required Instructional Materials:**

Testout Pro Certified Office Pro Library

License ISBN: 978-1-935080-80-0

**Publisher:**

Testout

**ISBN Number:** 978-1-935080-80-0

**Optional Instructional Materials:** None.

**This is NOT an inclusive access course.** Students **MUST** purchase the Testout Pro Certified Office Pro Library. Students may purchase the access code from the NTCC College Store or by following the instructions below.

1. Visit [www.TestOut.com](http://www.TestOut.com)
2. Click the shopping cart icon at the top right of the page
3. Enter Academic Price Code 2573-258-AK then click Continue
4. Select items to purchase at your special discount rate (**TestOut Pro Certified: Microsoft Office Library, ISBN: 9781935080800**)

5. Follow shopping cart directions to place your order and activate your courseware.

**Instructional material must be purchased and activated on or before the first class day. All assignments, quizzes, tests, exams, etc. will be completed utilizing this instructional material/software.**

### **Student 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 in local, 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 and look-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.

### **Evaluation/Grading Policy:**

All assignments will be completed individually and submitted electronically through the TestOut links in Blackboard. Please pay careful attention to the due dates. **Late work will NOT be accepted.**

This course adheres to the NTCC Academic Honesty and Ethics statements discussed below. In addition, if a student submits the work of anyone else they and the other person (if possible) will earn a zero grade on that assignment. If this happens a second time, the student will be dropped immediately from class with a failing grade and a note of academic dishonesty placed on their permanent NTCC record.

### **Tests/Exams:**

#### **Quizzes (Average is 25% of final course grade):**

- Syllabus and Honesty Quiz
- Word (2 Applied Labs)
- Excel (2 Applied Labs)
- PowerPoint (2 Applied Labs)
- Access (4 Applied Labs)

#### **Test (Average is 30% of final course grade):**

- Word
- Excel
- PowerPoint
- Access

#### **Exam (20% of final course grade):**

- One comprehensive exam – covering Word, Excel, and PowerPoint

#### **Assignments: (Average is 25% of final course grade)**

- Word: Thirteen (13) Challenge Labs
- Excel: Ten (10) Challenge Labs
- PowerPoint: Nine (9) Challenge Labs

- Access: Five (5) Challenge Labs

| Grade Distribution           |     |
|------------------------------|-----|
| Assignments (Challenge Labs) | 25% |
| Quizzes (Applied Labs)       | 25% |
| Test (End of Program Tests)  | 30% |
| Exam (Comprehensive)         | 20% |

**Minimum Technology Requirements:**

- Daily high speed internet access

**Required Computer Literacy Skills:** None.

**Course Structure and Overview:**

This is an online class which means all instruction is done online via the learning management system BLACKBOARD and the Testout Pro Certified Office Pro Library. Assignments, quizzes, test, and exams are due weekly (See course due date calendar for specific due dates). Submitting assignments on time is essential to your success in this course. Late work is **NOT** allowed in this course, so plan your schedule carefully.

Graded assignments are completed using the TestOut software via the Blackboard assignment links. Please pay attention to grading calculations as outline in the Evaluation/Grading policy portion of this syllabus. Your instructor will adjust grades in the Blackboard gradebook to align with the grading policies (the highest grade received by the posted due date will be used for all Assignments and Quizzes and the FIRST attempt by the posted due date will be used for the Tests and Exam). Students will have the ability to attempt various assignment types in the TestOut environment more than once, but the instructor will follow the grading policies outlined in the syllabus to calculate the final course grade.

**Communications:**

Please ask questions when unsure about something. Students may contact the instructor via email at [kandrews@ntcc.edu](mailto:kandrews@ntcc.edu), cell phone (903) 951-2180 (between the hours of 7:30 a.m. and 9:00 p.m.), or office phone (903) 434-8224. When calling please leave a message with your name and course ID. If texting, students should identify themselves in each set of text messages.

**Announcements** can be found in Blackboard under the course link on your Blackboard homepage. Please read all announcements thoroughly.

**Email:** Your NTCC email account is the official form of communication for this course. You should check your NTCC email account daily. A good suggestion is to set up your NTCC email account on your phone to insure you do not miss important message regarding this course.

**Video Recording of Course Activities:**

Certain portions of this course may be recorded via video conferencing software to assist students in course material review or later viewing by a student who was not able to attend the live session. The recordings will be made available only to students within the course and will cease to be available upon completion of the course. Students may not retain, reproduce, or share recordings.

**Institutional/Course Policy:**

Students are expected to attend (log on) on a regular basis. Excessive absences may result in the student being dropped from class or having their grade average reduced. Attempt will be made to contact you before this happens but should an emergency arise, you need to contact your instructor by phone or email should you not be able to meet this

requirement. Please see the schedule of classes for the last day to withdraw. Religious Holy Days: please refer to the current Northeast Texas Community College Student Handbook.

### **Withdrawal Policy:**

It is your responsibility to drop or withdraw from a course. If you stop attending the course without officially withdrawing, you will receive a grade – whether passing or failing.

### **NTCC Academic Honesty/Ethics Statement:**

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

### **Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

### **ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

### **Family Educational Rights and Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

**Course Calendar: See next page.**

**BCIS 1305  
Due Date Calendar**

**Tentative Course Timeline (\*note\* instructor reserves the right to make adjustments to this timeline at any point in the term)**

| <b>Program</b> | <b>Chapter</b>                      | <b>Assignment</b>                                        | <b>Assignment Type</b> | <b>Due Date</b>         | <b>Graded Assignment</b> |
|----------------|-------------------------------------|----------------------------------------------------------|------------------------|-------------------------|--------------------------|
| <b>WORD</b>    | 2                                   | Skills Lab (4.2.7) - Create Documents                    | Practice               |                         | No                       |
|                | 2                                   | Challenge Lab (4.2.8) - Create Documents                 | Assignment             | Sunday, Sept. 1         | Yes                      |
|                | 3                                   | Skills Lab (4.3.4) - Modify Fonts                        | Practice               |                         | No                       |
|                | 3                                   | Challenge Lab (4.3.5) - Modify Fonts                     | Assignment             | Sunday, Sept. 8         | Yes                      |
|                | 4                                   | Skills Lab (4.4.6) - Format Paragraphs                   | Practice               |                         | No                       |
|                | 4                                   | Challenge Lab (4.4.7) - Format Paragraphs                | Assignment             | Sunday, Sept. 8         | Yes                      |
|                | 4                                   | Applied Lab (4.4.9) - Format Research Paper Paragraphs   | Quiz                   | Sunday, Sept. 8         | Yes                      |
|                | 5                                   | Skills Lab (4.5.5) - Format Pages                        | Practice               |                         | No                       |
|                | 5                                   | Challenge Lab (4.5.6) - Format Pages                     | Assignment             | Sunday, Sept. 8         | Yes                      |
|                | 6                                   | Skills Lab (4.6.5) - Edit Documents                      | Practice               |                         | No                       |
|                | 6                                   | Challenge Lab (4.6.6) - Edit Documents                   | Assignment             | Sunday, Sept. 15        | Yes                      |
|                | 7                                   | Skills Lab (4.7.6) - Insert Illustrations                | Practice               |                         | No                       |
|                | 7                                   | Challenge Lab (4.7.7) - Insert Illustrations             | Assignment             | Sunday, Sept. 15        | Yes                      |
|                | 8                                   | Skills Lab (4.8.5) - Create and Format Tables            | Practice               |                         | No                       |
|                | 8                                   | Challenge Lab (4.8.6) - Create and Format Tables         | Assignment             | Sunday, Sept. 15        | Yes                      |
|                | 9                                   | Skills Lab (4.9.5) - Use Themes, Styles, and Templates   | Practice               |                         | No                       |
|                | 9                                   | Challenge Lab (4.9.6) - Use Themes, Styles, and Temp.    | Assignment             | Sunday, Sept. 15        | Yes                      |
|                | 10                                  | Skills Lab (4.10.6) - Manage References                  | Practice               |                         | No                       |
|                | 10                                  | Challenge Lab (4.10.7) - Manage References               | Assignment             | Sunday, Sept. 22        | Yes                      |
|                | 11                                  | Skills Lab (4.11.6) - Manage Headers, Footers, and Sect. | Practice               |                         | No                       |
|                | 11                                  | Challenge Lab (4.11.7) - Manage Headers/Footers/Sec.     | Assignment             | Sunday, Sept. 22        | Yes                      |
|                | 11                                  | Applied Lab (4.11.9) - Format a Research Paper w/ Sec.   | Quiz                   | Sunday, Sept. 22        | Yes                      |
|                | 12                                  | Skills Lab (5.3.4) - Use Collaboration Features          | Practice               |                         | No                       |
|                | 12                                  | Challenge Lab (5.3.5) - Use Collaboration Features       | Assignment             | Sunday, Sept. 22        | Yes                      |
| 13             | Skills Lab (10.2.5) - Mail Merge    | Practice                                                 |                        | No                      |                          |
| 13             | Challenge Lab (10.2.6) - Mail Merge | Assignment                                               | Sunday, Sept. 22       | Yes                     |                          |
| 14             | Skills Lab (10.3.5) - Use Macros    | Practice                                                 |                        | No                      |                          |
| 14             | Challenge Lab (10.3.6) - Use Macros | Assignment                                               | Sunday, Sept. 22       | Yes                     |                          |
|                |                                     | <b>WORD EXAM</b>                                         | <b>EXAM</b>            | <b>Sunday, Sept. 29</b> | <b>Yes</b>               |

# EXCEL

| Program | Chapter | Assignment                                                     | Assignment Type | Date                   | Graded Assignment |
|---------|---------|----------------------------------------------------------------|-----------------|------------------------|-------------------|
|         | 2       | Skills Lab (5.2.6) - Create and Manage Workbooks               | Practice        |                        | No                |
|         | 2       | Challenge Lab (5.2.7) - Create and Manage Workbooks            | Assignment      | Sunday, Oct. 6         | Yes               |
|         | 3       | Skills Lab (5.3.5) - Organize and Enter Data                   | Practice        |                        | No                |
|         | 3       | Challenge Lab (5.3.6) - Organize and Enter Data                | Assignment      | Sunday, Oct. 6         | Yes               |
|         | 4       | Skills Lab (5.4.5) - Change Properties and Print Worksheets    | Practice        |                        | No                |
|         | 4       | Challenge Lab (5.4.6) - Change Properties and Print Worksheets | Assignment      | Sunday, Oct. 6         | Yes               |
|         | 5       | Skills Lab (5.5.6) - Format Cells                              | Practice        |                        | No                |
|         | 5       | Challenge Lab (5.5.7) - Format Cells                           | Assignment      | Sunday, Oct. 13        | Yes               |
|         | 6       | Skills Lab (5.6.7) - Enter Simple Formulas                     | Practice        |                        | No                |
|         | 6       | Challenge Lab (5.6.8) - Enter Simple Formulas                  | Assignment      | Sunday, Oct. 13        | Yes               |
|         | 6       | Applied Lab (5.6.10) - Cheese Shop                             | Quiz            | Sunday, Oct. 13        | Yes               |
|         | 7       | Skills Lab (5.7.8) - Use Advanced Functions                    | Practice        |                        | No                |
|         | 7       | Challenge Lab (5.7.9) - Use Advanced Functions                 | Assignment      | Sunday, Oct. 13        | Yes               |
|         | 7       | Applied Lab (5.7.11) - County Fair                             | Quiz            | Sunday, Oct. 13        | Yes               |
|         | 8       | Skills Lab (5.8.4) - Display Data in Charts                    | Practice        |                        | No                |
|         | 8       | Challenge Lab (5.8.5) - Display Data in Charts                 | Assignment      | Sunday, Oct. 20        | Yes               |
|         | 9       | Skills Lab (5.9.6) - Organize Data in Tables                   | Practice        |                        | No                |
|         | 9       | Challenge Lab (5.9.7) - Organize Data in Tables                | Assignment      | Sunday, Oct. 20        | Yes               |
|         | 10      | Skills Lab (5.10.6) - Summarize Complex Data                   | Practice        |                        | No                |
|         | 10      | Challenge Lab (5.10.7) - Summarize Complex Data                | Assignment      | Sunday, Oct. 20        | Yes               |
|         | 11      | Skills Lab (9.4.6) - Perform Data Analysis                     | Practice        |                        | No                |
|         | 11      | Challenge Lab (9.4.7) - Perform Data Analysis                  | Assignment      | Sunday, Oct. 20        | Yes               |
|         |         | <b>EXCEL EXAM</b>                                              | <b>Test</b>     | <b>Sunday, Oct. 27</b> | <b>Yes</b>        |

| Program           | Chapter | Assignment                                               | Assignment Type | Due Date               | Graded Assignment |
|-------------------|---------|----------------------------------------------------------|-----------------|------------------------|-------------------|
| <b>PowerPoint</b> | 2       | Skills Lab (6.2.4) - Create and Manage Presentations     | Practice        |                        | No                |
|                   | 2       | Challenge Lab (6.2.5) - Create and Manage Presentations  | Assignment      | Sunday, Oct. 27        | Yes               |
|                   | 3       | Skills Lab (6.3.5) - Format Textual Content              | Practice        |                        | No                |
|                   | 3       | Challenge Lab (6.3.6) - Format Textual Content           | Assignment      | Sunday, Oct. 27        | Yes               |
|                   | 4       | Skills Lab (6.4.4) - Design Slides                       | Practice        |                        | No                |
|                   | 4       | Challenge Lab (6.4.5) - Design Slides                    | Assignment      | Sunday, Nov. 3         | Yes               |
|                   | 5       | Skills Lab (6.5.5) - Use the Slide Master                | Practice        |                        | No                |
|                   | 5       | Challenge Lab (6.5.6) - Use the Slide Master             | Assignment      | Sunday, Nov. 3         | Yes               |
|                   | 6       | Skills Lab (6.6.5) - Format SmartArt and Shapes          | Practice        |                        | No                |
|                   | 6       | Challenge Lab (6.6.6) - Format SmartArt and Shapes       | Assignment      | Sunday, Nov. 3         | Yes               |
|                   | 7       | Skills Lab (6.7.4) - Format Tables and Charts            | Practice        |                        | No                |
|                   | 7       | Challenge Lab (6.7.5) - Format Tables and Charts         | Assignment      | Sunday, Nov. 10        | Yes               |
|                   | 7       | Applied Lab (6.7.7) - Modify a PowerPoint Table          | Quiz            | Sunday, Nov. 10        | Yes               |
|                   | 8       | Skills Lab (6.8.4) - Format Pictures and Other Media     | Practice        |                        | No                |
|                   | 8       | Challenge Lab (6.8.5) - Format Pictures and Other Media  | Assignment      | Sunday, Nov. 10        | Yes               |
|                   | 9       | Skills Lab (6.9.8) - Apply Animations and Transitions    | Practice        |                        | No                |
|                   | 9       | Challenge Lab (6.9.9) - Apply Animations and Transitions | Assignment      | Sunday, Nov. 10        | Yes               |
|                   | 9       | Applied Lab (6.9.11) - Add Transitions to a Presentation | Quiz            | Sunday, Nov. 10        | Yes               |
|                   | 10      | Skills Lab (6.10.5) - Deliver Presentations              | Practice        |                        | No                |
|                   | 10      | Challenge Lab (6.10.6) - Deliver Presentations           | Assignment      | Sunday, Nov. 10        | Yes               |
|                   |         | <b>PowerPoint Exam</b>                                   | <b>EXAM</b>     | <b>Sunday, Nov. 17</b> | <b>Yes</b>        |

| Program       | Chapter | Assignment                                          | Assignment Type    | Due Date        | Graded Assignment     |            |
|---------------|---------|-----------------------------------------------------|--------------------|-----------------|-----------------------|------------|
| <b>ACCESS</b> | 2       | Skills Lab (7.2.4) - Managing Databases             | Practice           |                 | No                    |            |
|               | 2       | Challenge Lab (7.2.5) - Managing Databases          | Assignment         | Sunday, Nov. 17 | Yes                   |            |
|               | 3       | Skills Lab (7.3.7) - Design and Create Tables       | Practice           |                 | No                    |            |
|               | 3       | Challenge Lab (7.3.8) - Design and Create Tables    | Assignment         | Sunday, Nov. 17 | Yes                   |            |
|               | 3       | Applied Lab (7.3.10) - Creating a Student Database  | Quiz               | Sunday, Nov. 17 | Yes                   |            |
|               | 4       | Skills Lab (7.4.5) - Create Queries                 | Practice           |                 | No                    |            |
|               | 4       | Challenge Lab (7.4.6) - Create Queries              | Assignment         | Sunday, Nov. 24 | Yes                   |            |
|               | 4       | Applied Lab (7.4.8) - Creating Queries for a School | Quiz               | Sunday, Nov. 24 | Yes                   |            |
|               | 5       | Skills Lab (7.5.4) - Create Forms                   | Practice           |                 | No                    |            |
|               | 5       | Challenge Lab (7.5.5) - Create Forms                | Assignment         | Sunday, Nov. 24 | Yes                   |            |
|               | 5       | Applied Lab (7.5.7) - Creating Forms for a School   | Quiz               | Sunday, Nov. 24 | Yes                   |            |
|               | 6       | Skills Lab (7.6.5) - Create Reports                 | Practice           |                 | No                    |            |
|               | 6       | Challenge Lab (7.6.6) - Create Reports              | Assignment         | Sunday, Nov. 24 | Yes                   |            |
|               | 6       | Applied Lab (7.6.8) - Creating Reports for a School | Quiz               | Sunday, Nov. 24 | Yes                   |            |
|               |         |                                                     | <b>Access Exam</b> | <b>Exam</b>     | <b>Sunday, Dec. 8</b> | <b>Yes</b> |

|                   |                                                                  |             |                      |            |
|-------------------|------------------------------------------------------------------|-------------|----------------------|------------|
| <b>Final Exam</b> | <b>Final Exam (Comprehensive: Word, Excel, &amp; PowerPoint)</b> | <b>Exam</b> | <b>Wed., Dec. 11</b> | <b>Yes</b> |
|-------------------|------------------------------------------------------------------|-------------|----------------------|------------|