



BCIS 1305 Business Computer Applications

Course Syllabus: May Minimester 2026

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

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Weekday	Office Hours
Monday	Online
Tuesday	Online
Wednesday	Online
Thursday	Online
Friday	Online

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

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:

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.

Student Learning Outcomes:

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.

The breakdown of the course requirements is as follows:

%	Requirement
25%	Quizzes
25%	Assignments
30%	Tests
20%	Final Exam

Semester grades will be earned as follows

Percentage	Letter Grade
90% and above	A
80 %–89%	B
70 %–79%	C
60%–69 %	D
59.9% and below	F

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 (2 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 and Nine (9) Applied Labs
- Access: Five (5) Challenge Labs and Four (4) Applied Labs Normal Style text insert full detailed grading policies

Required Instructional Materials:

Testout Pro Certified Office Pro Library

Publisher: Testout

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

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
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.

Optional Instructional Materials:

None

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, 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.

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.

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.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security. A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Example:

APA (7th edition)

OpenAI. (2026). ChatGPT (March 25 version) [Large language model]. <https://chat.openai.com/>

MLA (9th edition)

OpenAI. ChatGPT. 25 Mar. 2026, <https://chat.openai.com/>.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series] AI Use by Employees and Students. Northeast Texas Community College 225500 TECHNOLOGY RESOURCES CRB ARTIFICIAL INTELLIGENCE (LOCAL) DATE ISSUED: 12/8/2025 1 of 1 UPDATE 50 CRB(LOCAL)-AJC Adopted: 12/16/2025

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.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodation 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 accommodation as required to afford equal educational opportunity. It is the student's responsibility to request accommodation. 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.

Tentative Course Schedule:

Word Assignments– Due on Friday, May 22, before 11:59 PM

- Chapter 2 Skills Lab Skills Lab 4.2.7 – Practice
- Chapter 2 Challenge Lab 4.2.8 – Graded Assignment
- Chapter 3 Skills Lab 4.3.4 – Practice
- Chapter 3 Challenge Lab 4.3.5 – Graded Assignment
- Chapter 4 Skills Lab Skills Lab 4.4.6 – Practice
- Chapter 4 Challenge Lab 4.4.7 – Graded Assignment
- Chapter 4 Applied Lab 4.4.9 – Graded Quiz
- Chapter 5 Skills Lab 4.5.5 – Practice
- Chapter 5 Challenge Lab 4.5.6 – Graded Assignment
- Chapter 6 Skills Lab Skills Lab 4.6.5 – Practice
- Chapter 6 Challenge Lab 4.6.6 – Graded Assignment
- Chapter 7 Skills Lab 4.7.6 – Practice
- Chapter 7 Challenge Lab 4.7.7 – Graded Assignment
- Chapter 8 Skills Lab Skills Lab 4.8.5 – Practice
- Chapter 8 Challenge Lab 4.8.6 – Graded Assignment
- Chapter 9 Skills Lab 4.9.5 – Practice
- Chapter 9 Challenge Lab 4.9.6 – Graded Assignment
- Chapter 10 Skills Lab Skills Lab 4.10.6 – Practice
- Chapter 10 Challenge Lab 4.10.7 – Graded Assignment
- Chapter 11 Skills Lab 4.11.6 – Practice
- Chapter 11 Challenge Lab 4.11.7 – Graded Assignment
- Chapter 11 Applied Lab 4.11.9 – Graded Quiz
- Chapter 12 Skills Lab Skills Lab 4.12.5 – Practice
- Chapter 12 Challenge Lab 4.12.6 – Graded Assignment
- Chapter 13 Skills Lab 10.2.5 – Practice
- Chapter 13 Challenge Lab 10.2.6 – Graded Assignment
- Chapter 14 Skills Lab Skills Lab 10.3.5 – Practice
- Chapter 14 Challenge Lab 10.3.6 – Graded Assignment

Word Exam – Due on Sunday, May 24, before 11:59 PM

Excel Assignments – Due on Wednesday, May 27, before 11:59 PM

- Chapter 2 Skills Lab Skills Lab 5.2.6 – Practice
- Chapter 2 Challenge Lab 5.2.7 – Graded Assignment
- Chapter 3 Skills Lab 5.3.5 – Practice
- Chapter 3 Challenge Lab 5.3.6 – Graded Assignment
- Chapter 4 Skills Lab Skills Lab 5.4.5 – Practice
- Chapter 4 Challenge Lab 5.4.6 – Graded Assignment
- Chapter 5 Skills Lab 5.5.6 – Practice
- Chapter 5 Challenge Lab 5.5.7 – Graded Assignment
- Chapter 6 Skills Lab Skills Lab 5.6.7 – Practice
- Chapter 6 Challenge Lab 5.6.8 – Graded Assignment
- Chapter 6 Applied Lab 5.6.10 – Graded Quiz
- Chapter 7 Skills Lab 5.7.8 – Practice
- Chapter 7 Challenge Lab 5.7.9 – Graded Assignment
- Chapter 7 Applied Lab 5.7.11 – Graded Quiz
- Chapter 8 Skills Lab Skills Lab 5.8.4 – Practice
- Chapter 8 Challenge Lab 5.8.5 – Graded Assignment
- Chapter 9 Skills Lab 5.9.6 – Practice
- Chapter 9 Challenge Lab 5.9.7 – Graded Assignment
- Chapter 10 Skills Lab Skills Lab 5.10.6 – Practice
- Chapter 10 Challenge Lab 5.10.7 – Graded Assignment
- Chapter 11 Skills Lab 9.4.6 – Practice
- Chapter 11 Challenge Lab 9.4.7 – Graded Assignment

Excel Exam – Due on Friday, May 29, before 11:59 PM

PowerPoint Assignments – Due on Sunday, May 31, before 11:59 PM

- Chapter 2 Skills Lab Skills Lab 6.2.4 – Practice
- Chapter 2 Challenge Lab 6.2.5 – Graded Assignment
- Chapter 3 Skills Lab 6.3.5 – Practice
- Chapter 3 Challenge Lab 6.3.6 – Graded Assignment
- Chapter 4 Skills Lab Skills Lab 6.4.5 – Practice
- Chapter 4 Challenge Lab 6.4.6 – Graded Assignment
- Chapter 5 Skills Lab 6.5.6 – Practice
- Chapter 5 Challenge Lab 6.5.6 – Graded Assignment
- Chapter 6 Skills Lab Skills Lab 6.6.5 – Practice
- Chapter 6 Challenge Lab 6.6.6 – Graded Assignment
- Chapter 7 Skills Lab 6.7.4 – Practice
- Chapter 7 Challenge Lab 6.7.5 – Graded Assignment
- Chapter 7 Applied Lab 6.7.7 – Graded Quiz
- Chapter 8 Skills Lab Skills Lab 6.8.4 – Practice
- Chapter 8 Challenge Lab 6.8.5 – Graded Assignment
- Chapter 9 Skills Lab 6.9.8 – Practice
- Chapter 9 Challenge Lab 6.9.9 – Graded Assignment
- Chapter 9 Applied Lab 6.9.11 – Graded Quiz
- Chapter 10 Skills Lab Skills Lab 6.10.5 – Practice
- Chapter 10 Challenge Lab 6.10.6 – Graded Assignment

PowerPoint Exam – Due on Tuesday, June 2, before 11:59 PM

Access Assignments – Due on Thursday, June 4, before 11:59 PM

- Chapter 2 Skills Lab Skills Lab 7.2.4 – Practice
- Chapter 2 Challenge Lab 7.2.5 – Graded Assignment
- Chapter 3 Skills Lab 7.3.7 – Practice
- Chapter 3 Challenge Lab 7.3.8 – Graded Assignment
- Chapter 3 Applied Lab 7.3.10 – Graded Quiz
- Chapter 4 Skills Lab Skills Lab 7.4.5 – Practice
- Chapter 4 Challenge Lab 7.4.6 – Graded Assignment
- Chapter 4 Applied Lab 7.4.8 – Graded Quiz
- Chapter 5 Skills Lab 7.5.4 – Practice
- Chapter 5 Challenge Lab 7.5.5 – Graded Assignment
- Chapter 5 Applied Lab 7.5.7 – Graded Quiz
- Chapter 6 Skills Lab Skills Lab 7.6.5 – Practice
- Chapter 6 Challenge Lab 7.6.6 – Graded Assignment
- Chapter 6 Applied Lab 7.6.8 – Graded Quiz

Access Exam – Due on Friday, June 5, before 11:59 PM

Final Exam – Due on Sunday, June 7, before 11:59 PM