



BCIS 1305 Business Computer Applications

Course Syllabus: Spring 2024 - Hybrid

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

Instructor: Karen Andrews

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	1:30 p.m. – 3:00 p.m.	8:00 a.m. – 11:30 a.m.	8:00 a.m. – 9:30 a.m.	8:00 a.m. – 11:30 a.m.	Available Upon Request	

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: 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
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.

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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 (13 Applied Labs)
- Excel (10 Applied Labs)
- PowerPoint (9 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

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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

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, 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

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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.

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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.

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

Program	Chapter	Assignment	Assignment Type	Due Date	Graded Assignment
WORD	2	Skills Lab (4.2.7) - Create Documents	Practice		No
	2	Challenge Lab (4.2.8) - Create Documents	Assignment	Sunday, Jan. 28	Yes
	2	Applied Lab (4.2.10) - Prepare a Business Memo	Quiz	Sunday, Jan. 28	Yes
	3	Skills Lab (4.3.4) - Modify Fonts	Practice		No
	3	Challenge Lab (4.3.5) - Modify Fonts	Assignment	Sunday, Jan. 28	Yes
	3	Applied Lab (4.3.7) - Prepare a Resume	Quiz	Sunday, Jan. 28	Yes
	4	Skills Lab (4.4.6) - Format Paragraphs	Practice		No
	4	Challenge Lab (4.4.7) - Format Paragraphs	Assignment	Sunday, Jan. 28	Yes
	4	Applied Lab (4.4.9) - Format Research Paper Paragraphs	Quiz	Sunday, Jan. 28	Yes
	5	Skills Lab (4.5.5) - Format Pages	Practice		No
	5	Challenge Lab (4.5.6) - Format Pages	Assignment	Sunday, Jan. 28	Yes
	5	Applied Lab (4.5.8) - Format a Report Draft	Quiz	Sunday, Jan. 28	Yes
	6	Skills Lab (4.6.5) - Edit Documents	Practice		No
	6	Challenge Lab (4.6.6) - Edit Documents	Assignment	Sunday, Feb. 4	Yes
	6	Applied Lab (4.6.8) - Edit an Essay	Quiz	Sunday, Feb. 4	Yes
	7	Skills Lab (4.7.6) - Insert Illustrations	Practice		No
	7	Challenge Lab (4.7.7) - Insert Illustrations	Assignment	Sunday, Feb. 4	Yes
	7	Applied Lab (4.7.9) - Insert Images for a Poster	Quiz	Sunday, Feb. 4	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, Feb. 4	Yes
	8	Applied Lab (4.8.8) - Format a Calendar	Quiz	Sunday, Feb. 4	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, Feb. 4	Yes
	9	Applied Lab (4.9.8) - Create a Certificate Using a Temp.	Quiz	Sunday, Feb. 4	Yes
	10	Skills Lab (4.10.6) - Manage References	Practice		No
	10	Challenge Lab (4.10.7) - Manage References	Assignment	Sunday, Feb. 11	Yes
	10	Applied Lab (4.10.9) - Manage Essay References	Quiz	Sunday, Feb. 11	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, Feb. 11	Yes
	11	Applied Lab (4.11.9) - Format a Research Paper w/ Sec.	Quiz	Sunday, Feb. 11	Yes
12	Skills Lab (4.12.5) - Use Collaboration Features	Practice		No	
12	Challenge Lab (4.12.6) - Use Collaboration Features	Assignment	Sunday, Feb. 11	Yes	
12	Applied Lab (4.12.8) - Prepare a Business Memo for Dist.	Quiz	Sunday, Feb. 11	Yes	
13	Skills Lab (10.2.5) - Mail Merge	Practice		No	
13	Challenge Lab (10.2.6) - Mail Merge	Assignment	Sunday, Feb. 11	Yes	
13	Applied Lab (10.2.9) - Create a Label Sheet	Quiz	Sunday, Feb. 11	Yes	
14	Skills Lab (10.3.5) - Use Macros	Practice		No	
14	Challenge Lab (10.3.6) - Use Macros	Assignment	Sunday, Feb. 11	Yes	
14	Applied Lab (10.3.8) - Create a Recital Program	Quiz	Sunday, Feb. 11	Yes	

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Program	Chapter	WORD EXAM	EXAM	Sun, Feb. 18	Yes
		Assignment	Assignment Type	Date	Graded Assignment
EXCEL	2	Skills Lab (5.2.6) - Create and Manage Workbooks	Practice		No
	2	Challenge Lab (5.2.7) - Create and Manage Workbooks	Assignment	Sunday, Feb. 25	Yes
	2	Applied Lab (5.2.9) - Organize Budget Worksheets	Quiz	Sunday, Feb. 25	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, Feb. 25	Yes
	3	Applied Lab (5.3.8) - Enter Survey Results Data	Quiz	Sunday, Feb. 25	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, Feb. 25	Yes
	4	Applied Lab (5.4.8) - Prepare and Print Sales Data	Quiz	Sunday, Feb. 25	Yes
	5	Skills Lab (5.5.6) - Format Cells	Practice		No
	5	Challenge Lab (5.5.7) - Format Cells	Assignment	Sunday, March 3	Yes
	5	Applied Lab (5.5.9) - Camping Equipment Store	Quiz	Sunday, March 3	Yes
	6	Skills Lab (5.6.7) - Enter Simple Formulas	Practice		No
	6	Challenge Lab (5.6.8) - Enter Simple Formulas	Assignment	Sunday, March 3	Yes
	6	Applied Lab (5.6.10) - Cheese Shop	Quiz	Sunday, March 3	Yes
	7	Skills Lab (5.7.8) - Use Advanced Functions	Practice		No
	7	Challenge Lab (5.7.9) - Use Advanced Functions	Assignment	Sunday, March 3	Yes
	7	Applied Lab (5.7.11) - County Fair	Quiz	Sunday, March 3	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, March 10	Yes
	8	Applied Lab (5.8.7) - Stock Portfolio	Quiz	Sunday, March 10	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, March 10	Yes
	9	Applied Lab (5.9.9) - Pizza Chain	Quiz	Sunday, March 10	Yes
	10	Skills Lab (5.10.6) - Summarize Complex Data	Practice		No
	10	Challenge Lab (5.10.7) - Summarize Complex Data	Assignment	Sunday, March 10	Yes
10	Applied Lab (5.10.9) - Muffin Café	Quiz	Sunday, March 10	Yes	
11	Skills Lab (9.4.6) - Perform Data Analysis	Practice		No	
11	Challenge Lab (9.4.7) - Perform Data Analysis	Assignment	Sunday, March 10	Yes	
		EXCEL EXAM	Test	Sunday, March 24	Yes

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Program	Chapter	Assignment	Assignment Type	Due Date	Graded Assignment	
PowerPoint	2	Skills Lab (6.2.4) - Create and Manage Presentations	Practice		No	
	2	Challenge Lab (6.2.5) - Create and Manage Presentations	Assignment	Sunday, March 24	Yes	
	2	Applied Lab (6.2.7) - Reorganize Presentation Slides	Quiz	Sunday, March 24	Yes	
	3	Skills Lab (6.3.5) - Format Textual Content	Practice		No	
	3	Challenge Lab (6.3.6) - Format Textual Content	Assignment	Sunday, March 31	Yes	
	3	Applied Lab (6.3.8) - Format Text for a Sales Presentation	Quiz	Sunday, March 31	Yes	
	4	Skills Lab (6.4.4) - Design Slides	Practice		No	
	4	Challenge Lab (6.4.5) - Design Slides	Assignment	Sunday, March 31	Yes	
	4	Applied Lab (6.4.7) - Design a Business Plan Presentation	Quiz	Sunday, March 31	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, March 31	Yes	
	5	Applied Lab (6.5.8) - Create a New Slide Master Layout	Quiz	Sunday, March 31	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, March 31	Yes	
	6	Applied Lab (6.6.8) - Format Elements in a Class Presentation	Quiz	Sunday, March 31	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, April 7	Yes	
	7	Applied Lab (6.7.7) - Modify a PowerPoint Table	Quiz	Sunday, April 7	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, April 7	Yes	
	8	Applied Lab (6.8.7) - Format a Class Presentation of Confucius	Quiz	Sunday, April 7	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, April 7	Yes	
	9	Applied Lab (6.9.11) - Add Transitions to a Presentation	Quiz	Sunday, April 7	Yes	
	10	Skills Lab (6.10.5) - Deliver Presentations	Practice		No	
	10	Challenge Lab (6.10.6) - Deliver Presentations	Assignment	Sunday, April 7	Yes	
	10	Applied Lab (6.10.8) - Prepare for a Presentation	Quiz	Sunday, April 7	Yes	
			PowerPoint Exam	EXAM	Sunday, April 14	Yes

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ACCESS	2	Skills Lab (7.2.4) - Managing Databases	Practice		No
	2	Challenge Lab (7.2.5) - Managing Databases	Assignment	Sunday, April 14	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, April 21	Yes
	3	Applied Lab (7.3.10) - Creating a Student Database	Quiz	Sunday, April 21	Yes
	4	Skills Lab (7.4.5) - Create Queries	Practice		No
	4	Challenge Lab (7.4.6) - Create Queries	Assignment	Sunday, April 21	Yes
	4	Applied Lab (7.4.8) - Creating Queries for a School	Quiz	Sunday, April 21	Yes
	5	Skills Lab (7.5.4) - Create Forms	Practice		No
	5	Challenge Lab (7.5.5) - Create Forms	Assignment	Sunday, April 28	Yes
	5	Applied Lab (7.5.7) - Creating Forms for a School	Quiz	Sunday, April 28	Yes
	6	Skills Lab (7.6.5) - Create Reports	Practice		No
	6	Challenge Lab (7.6.6) - Create Reports	Assignment	Sunday, April 28	Yes
	6	Applied Lab (7.6.8) - Creating Reports for a School	Quiz	Sunday, April 28	Yes
			Access Exam	Exam	Sunday, May 5
Final Exam		Final Exam (Comprehensive: Word, Excel, & PowerPoint)	Exam	Wed., May 8	Yes