BCIS 1305 DEC – Business Computer Applications Online
Course Syllabus: December 2026

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

Instructor: Linsey Harwell
Office: BT 119B
Phone: 903-434-8129
Email: lharwell@ntcc.edu

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 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.

Prerequisite(s):
Knowledge of keyboard.

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:

The breakdown of the course requirements is as follows:

Assignments – 25% of Final Grade (Weighted Average):
*Students may attempt each Practice Lab Assignment multiple times until the due date. The highest grade earned by the posted deadline will be used in the final grade calculation.
Microsoft Word: 13 Assignments
Microsoft Excel: 11 Assignments
Microsoft PowerPoint: 9 Assignments
Microsoft Access: 5 Assignments

Quizzes – 25% of Final Grade (Weighted Average):
*Students may attempt each Applied Lab Quiz multiple times until the due date. The highest grade earned by the posted deadline will be used in the final grade calculation.
Microsoft Word: 5 Quizzes
Microsoft Excel: 4 Quizzes
Microsoft PowerPoint: 5 Quizzes
Microsoft Access: 4 Quizzes

Tests – 30% of Final Grade (Weighted Average):
*Students have two attempts for each test. The highest score earned on the two attempts by the posted due date will count toward the final grade. All tests are timed (80 minutes).
Microsoft Word Test (1 Test)
Microsoft Excel Test (1 Test)
Microsoft PowerPoint Test (1 Test)
Microsoft Access Test (1 Test)

Final Exam – 20% of Final Grade (Weighted Average):
* Students have two attempts on the final exam. The highest score earned on the two attempts by the posted due date will be used for final grade calculations. The final exam is timed (120 minutes) and comprehensive, covering Microsoft Word, Excel, and PowerPoint.

Final Grades:
Final grades are based on the weighted average described above. There are NO extra credit opportunities. Please understand that I must adhere to this grading policy for all students so exceptions will not be made.

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

Required Instructional Materials:

- CompTIA Microsoft Office Pro V9 – ISBN: 978-1-935080-71-8

Publisher: CompTIA

Optional Instructional Materials:

None

Minimum Technology Requirements:

- Daily high-speed internet access
- Minimum System Requirements for CompTIA (please use hyperlink for specific details)

Required Computer Literacy Skills:

- Basic computer usage skills
- Email skills

Course Structure and Overview:

This course requires regular engagement with course materials, classmates, and your instructor. Deadlines are frequent, sometimes daily, so staying on track is essential. Late work is not accepted. Carefully plan your weekly schedule using the course calendar.

All graded assignments, quizzes, tests, and exams are completed using the CompTIA software via the Blackboard links. Your instructor will update the Blackboard gradebook to align with the grading policies outlined above

- For assignments and quizzes, the highest grade earned by the due date will be used.
- For tests and the final exam, the highest grade earned of the two attempts by the due date will be used.

Students will have the ability to attempt various assignment types in the CompTIA environment multiple times throughout the course (even after due dates have expired), but the instructor will follow the grading policies outlined in the course syllabus for final grade calculations.

Note for repeating students:
If you are retaking this course, please note that previously completed assignments, quizzes, tests, or exams from past semesters will not transfer. You must complete all course requirements during the date range of the current course.

Communications:

- Email: Please check your NTCC email daily. Email is the official form of communication used here at NTCC. All emailed questions to the instructor will be responded to within 24 hours (Monday-Friday), but usually within a few hours when possible. My email address is lharwell@ntcc.edu.
- Phone: My office phone number is 903-434-8129, however, if you need immediate assistance, you may call my cell phone at 903-767-0056 (please do not call or text before 8:00 a.m. or after 9:00 p.m.). I do not respond to long detailed questions via text message.
- Announcements: Posted regularly in Blackboard. Read all announcements thoroughly when posted.
- Blackboard Messages: Please check daily under the Messages link in your Blackboard course.

Institutional/Course Policy:

Late Work Policy:
The word "assignments" refers to all work that is submitted via the Blackboard CompTIA links or presented in class. Students are to submit assignments on or before the stated due date/time. Late work is not accepted.

Attendance Policy:
Students are expected to actively participate in the course and complete all assigned work. Excessive absences (two consecutive weeks of non-participation) may result in the student being withdrawn from the course or having their grade average reduced. Attempt will be made to contact you before this happens, but should an emergency arise, you will 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/Date:
It is your responsibility to drop or withdraw from a course or the college. If you stop attending the course without withdrawing, you will still receive a grade, whether passing or failing.

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.

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.

General Accessibility Statement

I am devoted to creating a learning environment that is inclusive and accessible by design. If there are any barriers to your success, involvement, and engagement in this class, please contact me so that together, we can explore creative solutions. I encourage students with disabilities to contact the Accessibility Services Office in Humanities 103C to arrange for services or by email at mpemberton@ntcc.edu or jperez@ntcc.edu. If you have already been granted accommodation, please contact me so that we can work together to develop a plan that works for you and your learning preferences or needs.

Ally

Northeast Texas Community College (NTCC) has a license for Ally, a digital accessibility tool designed to help make more accessible and inclusive learning content. Embedded directly in the Blackboard LMS, Ally provides alternative formats of digital course content to all students, regardless of disability status or official accommodations. For example, a student could download a syllabus (originally formatted as a Microsoft Word document) as an audio file, translated version, or digital publishing file to be read with an eReader program. Other alternative formats made available to students are OCR'd PDFs, Tagged PDFs, HTML, Braille Ready File format, Microsoft Immersive Reader, and BeeLine Reader. Students do not need to ask for permission or disclose to access the alternative formats, they are readily available for all who wish to use them.

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:

See next page

Section 1: Microsoft Word

Section	CHAPTER	ASSIGNMENT	ASSIGNMENT TYPE	DUE DATE
One	Syllabus	Syllabus Acknowledgement Agreement		12/16/26 (Wednesday)
One	2	Assignment (3.2.8) - Create Documents	Assignment	12/16/26 (Wednesday)
One	3	Assignment (3.3.5) - Modify Fonts	Assignment	12/16/26 (Wednesday)
One	3	Quiz (3.3.7) - Prepare a Resume	Quiz	12/16/26 (Wednesday)
One	4	Assignment (3.4.7) - Format Paragraphs	Assignment	12/16/26 (Wednesday)
One	5	Assignment (3.5.6) - Format Pages	Assignment	12/16/26 (Wednesday)
One	6	Assignment (3.6.6) - Edit Documents	Assignment	12/16/26 (Wednesday)
One	6	Quiz (3.6.8) - Edit an Essay	Quiz	12/16/26 (Wednesday)
One	7	Assignment (3.7.7) - Insert Illustrations	Assignment	12/16/26 (Wednesday)
One	8	Assignment (3.8.6) - Create and Format Tables	Assignment	12/16/26 (Wednesday)
One	8	Quiz (3.8.8) - Format a Calendar	Quiz	12/16/26 (Wednesday)
One	9	Assignment (3.9.6) - Use Themes, Styles, and Templates	Assignment	12/16/26 (Wednesday)
One	9	Quiz (3.9.8) - Create a Certificate Using a Template	Quiz	12/16/26 (Wednesday)
One	10	Assignment (3.10.7) - Manage References	Assignment	12/16/26 (Wednesday)
One	11	Assignment (3.11.7) - Manage Headers, Footers, and Sections	Assignment	12/16/26 (Wednesday)

One	12	Assignment (4.7.6) - Mail Merge	Assignment	12/16/26 (Wednesday)
One	12	Quiz (4.7.9) - Create a Label Sheet	Quiz	12/16/26 (Wednesday)
One	13	Assignment (4.8.6) - Use Macros	Assignment	12/16/26 (Wednesday)
One	14	Assignment (2.6.7) - Use Collaboration Features	Assignment	12/16/26 (Wednesday)
One	Word Test	Test	Test	12/16/26 (Wednesday)

Section 2: Microsoft Excel

Section	CHAPTER	ASSIGNMENT	ASSIGNMENT TYPE	DUE DATE
Two	2	Assignment (5.2.8) - Create and Manage Workbooks	Assignment	12/23/26 (Wednesday)
Two	3	Assignment (5.3.6) - Organize and Enter Data	Assignment	12/23/26 (Wednesday)
Two	4	Assignment (5.4.6) - Change Properties and Print Worksheets	Assignment	12/23/26 (Wednesday)
Two	4	Quiz (5.4.8) - Prepare and Print Sales Data	Quiz	12/23/26 (Wednesday)
Two	5	Assignment (5.5.7) - Format Cells	Assignment	12/23/26 (Wednesday)
Two	5	Quiz (5.5.9) - Camping Equipment Store	Quiz	12/23/26 (Wednesday)
Two	6	Assignment (5.6.9) - Enter Simple Formulas	Assignment	12/23/26 (Wednesday)
Two	6	Quiz (5.6.11) - Cheese Shop	Quiz	12/23/26 (Wednesday)
Two	7	Assignment (5.7.10) - Use Advanced Functions	Assignment	12/23/26 (Wednesday)
Two	8	Assignment (5.8.5) - Display Data in Charts	Assignment	12/23/26 (Wednesday)
Two	8	Quiz (5.8.7) - Stock Portfolio	Quiz	12/23/26 (Wednesday)
Two	9	Assignment (5.9.7) - Organize Data in Tables	Assignment	12/23/26 (Wednesday)
Two	10	Assignment (6.13.6) - Create and Modify PivotTables	Assignment	12/23/26 (Wednesday)
Two	11	Assignment (6.7.6) - Look Up Data by Using Functions	Assignment	12/23/26 (Wednesday)
Two	12	Assignment (6.9.8) - Perform Data Analysis	Assignment	12/23/26 (Wednesday)
Two	Excel Test	Test	TEST	12/23/26 (Wednesday)

Section 3: Microsoft PowerPoint

Section	CHAPTER	ASSIGNMENT	ASSIGNMENT TYPE	DUE DATE
Three	2	Assignment (7.2.5) - Create and Manage Presentations	Assignment	12/30/26 (Wednesday)
Three	3	Assignment (7.3.6) - Format Textual Content	Assignment	12/30/26 (Wednesday)
Three	4	Assignment (7.4.5) - Design Slides	Assignment	12/30/26 (Wednesday)
Three	4	Quiz (7.4.7) - Design a Business Plan Presentation	Quiz	12/30/26 (Wednesday)
Three	5	Assignment (7.5.6) - Use the Slide Master	Assignment	12/30/26 (Wednesday)
Three	6	Assignment (7.6.6) - Format SmartArt and Shapes	Assignment	12/30/26 (Wednesday)
Three	6	Quiz (7.6.8) - Format Elements in a Class Presentation	Quiz	12/30/26 (Wednesday)
Three	7	Assignment (7.7.5) - Format Tables and Charts	Assignment	12/30/26 (Wednesday)
Three	7	Quiz (7.7.7) - Modify a PowerPoint Table	Quiz	12/30/26 (Wednesday)
Three	8	Assignment (7.8.5) - Format Pictures and Other Media	Assignment	12/30/26 (Wednesday)
Three	9	Assignment (7.9.9) - Apply Animations and Transitions	Assignment	12/30/26 (Wednesday)
Three	9	Quiz (7.9.11) - Add Transitions to a Presentation	Quiz	12/30/26 (Wednesday)
Three	10	Assignment (7.10.6) - Deliver Presentations	Assignment	12/30/26 (Wednesday)
Three	10	Quiz (7.10.8) - Prepare for a Presentation	Quiz	12/30/26 (Wednesday)
Three	PowerPoint Test		Test	12/30/26 (Wednesday)

Section 4: Microsoft Access

Section	CHAPTER	ASSIGNMENT	ASSIGNMENT TYPE	DUE DATE
Four	2	Assignment (9.2.5) - Managing Databases	Assignment	01/06/27 (Wednesday)
Four	3	Assignment (9.3.8) - Design and Create Tables	Assignment	01/06/27 (Wednesday)
Four	3	Quiz (9.3.10) - Creating a Student Database	Quiz	01/06/27 (Wednesday)
Four	4	Assignment (9.4.6) - Create Queries	Assignment	01/06/27 (Wednesday)
Four	4	Quiz (9.4.8) - Creating Queries for a School	Quiz	01/06/27 (Wednesday)
Four	5	Assignment (9.5.5) - Create Forms	Assignment	01/06/27 (Wednesday)
Four	5	Quiz (9.5.7) - Creating Forms for a School	Quiz	01/06/27 (Wednesday)
Four	6	Assignment (9.6.6) - Create Reports	Assignment	01/06/27 (Wednesday)
Four	6	Quiz (9.6.8) - Creating Reports for a School	Quiz	01/06/27 (Wednesday)
Four	Access Test		TEST	01/06/27 (Wednesday)

Final Exam

Week	Test	Details	ASSIGNMENT TYPE	DUE DATE
Final	Final Exam	Comprehensive: Word, Excel, and PowerPoint	Exam	01/08/27 (**FRIDAY**)