Course Title: **Business Computer Applications**

Course Prefix & Number: **BCIS 1305**  
Section Number: **310**  
Term Code:  

Semester Credit Hours: **3**  
Lecture Hours: **2**  
Lab Hours: **2**  

Course Description (NCTC Catalog):  
Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. 32 lecture hours + 32 laboratory hours.

Course Prerequisite(s): High School Algebra, Geometry, or Business Mathematics

Course Type:  
- **Academic General Education Course** (from Academic Course Guide Manual but not in NCTC Core)  
- **WECM Course**  
- **Academic NCTC Core Curriculum Course**

Name of Instructor: **Dr. Marci Malcom**  
Campus/Office Location: **Virtual**  
Telephone Number: **469-964-4242**  
E-mail Address: **mmalcom@nctc.edu**

Name of Chair/Coordinator: **Judy Archer**  
Office Location: **Room 233**  
Telephone Number: **940-498-6292**  
E-mail Address: **jarcher@nctc.edu**

**REQUIRED OR RECOMMENDED COURSE MATERIALS**

**Book:** Cheri Manning, Catherine Manning Swinson; “Microsoft Office – A Skills Approach 2013” with SIMnet account; ISBN: 9781259665813

You will need a flash drive (it is strongly recommended students do not use the college server to store your documents), notebook, and pen/pencil for taking notes. You must have access to the internet and a working computer with MS Office (includes MS Access). MS Access software is not available on MAC computers. **No picture taking, video recording, or audio recording unless accommodations are provided by OSD or with instructor permission.**

**GRADING CRITERIA**

<table>
<thead>
<tr>
<th># of Graded Course Elements</th>
<th>Graded Course Elements</th>
<th>Percentage or Points Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>***Chapter Lessons</td>
<td>20%</td>
</tr>
<tr>
<td>5</td>
<td>Discussion Forums</td>
<td>5%</td>
</tr>
<tr>
<td>*17</td>
<td><strong>Practicum Exams (18 exams)</strong></td>
<td>30%</td>
</tr>
<tr>
<td>-----</td>
<td>--------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>4</td>
<td>Projects</td>
<td>20%</td>
</tr>
<tr>
<td>4</td>
<td><strong>Exams</strong></td>
<td>25%</td>
</tr>
</tbody>
</table>

*Lowest Practicum Exam grade dropped

**All exams are closed book. If you do not feel you can complete exams in time provided, please contact instructor.

***Online students may have opportunity (instructor discretion) at the end of the semester to make-up one assignment; a Chapter Lesson, Practicum Exam, or Project to improve their grade. Opportunity for make-up will be provided for all students.

<table>
<thead>
<tr>
<th>Final %</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><em>A = 89.5 – 100</em></td>
<td>Grading is weighted per assignment type and is point driven. The maximum number of points may vary semester to semester. Your total earned points per graded course element will be divided by the maximum number of points graded course element. The calculation from each element will be multiplied by assigned weighted percentage and then added together for total grade.</td>
<td></td>
</tr>
<tr>
<td><em>B = 79.5 – 89.49</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>C = 69.5 – 79.49</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>D = 59.5 – 69.49</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>F = &lt; 59.49</em></td>
<td>Grades for discussion forums will be graded within 2 weeks after due date. All other grades should be immediately updated; in case of technology glitches, please allow up to a week for grades to sync.</td>
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</tbody>
</table>

**STUDENT LEARNING OUTCOMES**

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
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</thead>
<tbody>
<tr>
<td>At the successful completion of this course the student will be able to:</td>
</tr>
<tr>
<td>1 Describe the fundamentals of Information Technology (IT) infrastructure components: hardware, software, and data communications systems.</td>
</tr>
<tr>
<td>2 Explain the guiding principles of professional behavior in computing.</td>
</tr>
<tr>
<td>3 Demonstrate proper file management techniques to manipulate electronic files and folders in a local and networked environment.</td>
</tr>
<tr>
<td>4 Use business productivity software to manipulate data and find solutions to business problems.</td>
</tr>
<tr>
<td>5 Explain the concepts and terminology used in the operation of application systems in a business environment.</td>
</tr>
<tr>
<td>6 Identify emerging technologies for use in business applications.</td>
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<tr>
<td>7 Complete projects that integrate business software applications.</td>
</tr>
</tbody>
</table>

**GENERAL CLASSROOM CONDUCT AND COURSE INFORMATION**

Please observe appropriate online communication etiquette when addressing fellow classmates as well as your instructor. It is the student’s responsibility to familiarize themselves with the student’s learning management system, Canvas, as well as the student’s online skill assessment, SIMnet (McGraw-Hill).

While questions may be asked at any time, do not email instructor about general course information, schedule, or syllabus, unless the question is not covered in any of the aforementioned areas. Questions should be specific and not generalized, such as: “I am confused about the assignment.” Please allow up to 24 hours for instructor to answer an email Monday thru Thursday and 48 hours, Friday thru Sunday.
When having difficulty with software or your computer, keep in mind the instructor cannot fix your computer or the software utilized. When having difficulty, email instructor with the specific issue, send a screen-shot, and the helpdesk reference number, before the assignment due date. If the problem is on the instructor side, then the instructor should resolve the issue within 24 hours and will provide extra time if there is instructor error. **Students waiting to complete assignments at the last minute, do not receive “grace” because of computer glitches, software issues, and/or connectivity issues, unless there are campus-wide difficulties.**

College education is intended to broaden the student’s knowledge base. Any and all material read, discussed, heard, or observed is subject to being referenced on an examination. Do not expect the body of knowledge to be narrowed by “reviews” from which test questions will be selected. **All Exams are closed book.**

The expectation is that you, as college students, will learn to modify the behavior of your peers through the channels available in your contextual universe. If the instructor is forced to manage your behavior such will be accomplished via the following procedure:

1. You will be warned by the instructor that your behavior is not acceptable.
2. You will be told to leave class and not return until:
   a. You have met with the Dean of Students (Rodney Lipscomb)
   b. You have signed a letter of probation
   c. The Dean of Students notifies the instructor that you have done ‘a’ and ‘b’, and that you may return to class.
3. A third event will result in your probation becoming suspension and you will be removed from the class permanently.

**ATTENDANCE POLICY**

Regular and punctual attendance is expected of all students in all classes for which they have registered. **Students absent (excused or unexcused) for TEN classes may receive an “F” for the course or be dropped from the course for classes that meet twice a week. Students absent (excused or unexcused) for FIVE classes may receive an “F” for the course or be dropped from the course for classes that meet once a week. Chapter Lesson assignments and Exams will be used to determine regular attendance for online students and the FIVE classes missed apply for absences.**

*A student that is compelled to be absent when a test is given, will petition the instructor, in advance, for permission to take the exam at a different time.* Required work not completed by due dates will not be allowed after due date. Student will receive a zero for any and all late assignments.

***There are no make-up exams, make-up assignments, or make-up exercises of any kind, for any reason (please note exception under Grading Criteria)***

<table>
<thead>
<tr>
<th>CORE CURRICULUM FOUNDATIONAL COMPONENT AREA</th>
<th>Communication</th>
<th>Mathematics</th>
<th>Life and Physical Science</th>
<th>Language, Philosophy &amp; Culture</th>
<th>American History</th>
<th>Government/Political Science</th>
<th>Social and Behavioral Sciences</th>
<th>Component Area Option</th>
</tr>
</thead>
</table>
Creative Arts

REQUIRED CORE OBJECTIVES

- Critical Thinking
- Communication
- Empirical and Quantitative
- Teamwork
- Personal Responsibility
- Social Responsibility

Last day to Withdraw

The last day to withdraw from a course with a “W” is April 6th

Holiday(s)

- Martin Luther King Holiday – Monday, January 16th
- Spring Break – Monday, March 13th thru March 17th – no classes

Commencement

May 12th

GENERAL DESCRIPTION

Calendar begins January 17th - This is not the assignment schedule. A schedule will be made available in the BCIS 1305 Course Information module in Canvas. It is the student’s responsibility to know when assignments are due.

This course is divided into five units. The first two units will be combined for the first 4 weeks. Each unit is open for approximately 4 weeks and contains multiple Chapter lessons and a discussion forum in the first three weeks. Projects, Practicum Exams, and Exams will close out the fourth week of each unit. Please review the assignment schedule found in the BCIS 1305 Course Information module or review the course calendar for exact dates.

Unit 1: Office 2013 and Word 2013: An introduction to Office 2013, discussing the essential skills needed to open, close, and organize files onto different types of drives will be practiced. Word 2013 will be introduced and practical application will be applied to format text, paragraphs, and printed documents. Other skills learned will include working with images, tables, charts, reports, references, and mailings. The unit will close with a Practicum and Written exam covering all Word 2013 chapters.

Unit 2: Excel 2013: An introduction to Excel 2013 and the purpose of using spreadsheets will be discussed. Students will learn how to format cells, use formulas and functions, format worksheets, apply themes, add charts, and analyze data. The unit will close with a Practicum and Written exam covering all Excel 2013 chapters.

Unit 3: Access 2013: Students will be introduced and learn the basics of Access 2013. Students will create and design tables, forms and reports. Queries and organizing data will culminate the Access chapters. The unit will close with a Practicum and Written exam covering all Access 2013 chapters.

Unit 4: PowerPoint 2013: The ability to present in the classroom and the workplace is essential in today’s world. Students will be designing and creating presentations utilizing PowerPoint 2013. The unit will close with a Practicum and Written exam covering all PowerPoint 2013 chapters.
Unit 4 includes the Final Exam week; Exam 4 covers PowerPoint chapters only and it is the Final Exam (Final Exam is not comprehensive).

Student Rights & Responsibilities

NCTC Board policy FLB (Local) Student Rights and Responsibilities states that each student shall be charged with notice and knowledge of the contents and provisions of the rules and regulations concerning student conduct. These rules and regulations are published in the Student Handbook published in conjunction with the College Catalog.

Other Pertinent Information

Dropping Courses:

If a student’s personal circumstances dictate that he or she needs to reduce his/her academic load, that student should confer with his/her advisor for assistance in adjusting the number of courses being taken. A grade of “W” will be given to students who officially withdraw from a course, or “drop”, at least by Thursday of the 11th week of a Fall or Spring semester, or a proportional number of weeks prior to the end of a flex-entry course or summer session. Any drops after this will be made with the approval of the instructor and the Department Chair.

It is the student’s responsibility to initiate the action necessary to drop courses under the conditions outlined above. This requires the completion of a petition for course drop form available in the Registrar’s Office on any NCTC Campus or by going to the NCTC website at www.nctc.edu and clicking on Admissions and Registration. Choose the forms on-line option and follow directions for submission of form. This form must be submitted on or before the last day to drop with a “W” (see Academic Calendar in front of catalog for specific date) and it is not available until after the official date of record. Prior to the official date of record, a student should go to the Registrar’s Office and complete the required forms.

Students who register for courses are required to drop any courses they no longer wish to attend or a final grade will be assigned. Instructors may drop students from courses for non-attendance by completing a petition for course drop.

Scholastic Integrity

Scholastic dishonesty shall include, but not be limited to cheating on a test, plagiarism, and collusion. See Student Handbook “Student Rights & Responsibilities: Student Conduct [FLB (LOCAL)]” #20 on page 175.

Complaint Procedures

If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the department chair... If the complaint involves a grade received, the student shall collect all tests, papers, daily assignments, class notes and other relevant material prior to the conference with the instructor in question. (See Student Handbook > Discussion of Complaint)
ADA Statement

North Central Texas College is committed to providing equal access to educational opportunities to its students with disabilities by providing assistance through “reasonable accommodations”; and a variety of services and resources through the Special Populations Office. The College does not discriminate on the basis of disabilities in admission or access to its programs. Students are responsible for notifying the office of their need for assistance at least two weeks prior to the beginning of a semester. Students with documented disabilities such as mobility, hearing or visual impairments, learning, and/or psychological disorders are eligible for services. The Special Populations Office on the Gainesville Campus is located in the Counseling/Testing Center room ASC 108 (next door to the bookstore). For assistance, call 940/668-4216 ext. 344.

Civil Rights

In compliance with Title VI of the Civil Rights Act of 1964 (P.L.88-352), Title IX of the Education Amendments of 1972 (P.L. 92-318), and the Age Discrimination Act of 1978 (P.L. 92-256), North Central Texas College does not discriminate against or exclude from participation in any of its programs or activities, either in the student body or the staff, any person on the grounds of sex, race, color, religion, age, handicap, national origin, or veteran status.

Web Page

Visit the North Central Texas College web page for information on registration, financial aid, counseling/advising, and cost of tuition and fees. You will also find information on the catalog and semester schedules as well as courses of study. You can keep up with what is happening on campus by checking the calendar of events and the sports news. The web has information on the library as well as links to other areas of interest. Check out our web page at http://www.nctc.edu.

Additional content for this course may be found in your Canvas account. Please check there for updates and news.

STUDENT SUPPORT SERVICES

Disability Services (OSD)

The Office for Students with Disabilities (OSD) provides accommodations for students who have a documented disability. A disability is anything that can interfere with learning, such as a learning disability, psychological challenge, physical illness or injury. Accommodations may include extra time on tests, tests in a distraction reduced environment, volunteer note taker in class, etc.

On the Corinth Campus, go to room 170 or call 940-498-6207. On the Gainesville Campus, go to room 110 in the Administration (100) Building or call 940-668-4209. Students on the Bowie, Graham, Flower Mound, and online campuses should call 940-668-4209 to arrange for an intake appointment with OSD.
North Central Texas College is on record as being committed to both the spirit and letter of federal equal opportunity legislation, including the Americans with Disabilities Act (ADA) of 1990, ADA Amendments Act of 2009, and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112).

http://www.nctc.edu/StudentServices/SupportServices/Disabilityservices.aspx

Support Services

Counseling and Testing staff offer a variety of services to current and prospective students, such as College 101, placement testing, academic advising and course registration, transfer assistance, and College Success seminars (Time Management, Study Skills, Test Anxiety, Choosing a Major, Learning Style Strategies, Career Exploration), and much more. http://www.nctc.edu/StudentServices/CounselingTesting.aspx

Student Success offers academic coaching, tutoring, including a Writing Center, a Math Lab, free 24/7 online tutoring through Grade Results and assist new students acclimate to college by providing computer lab services for prospective students. First generation students can also participate in TRIO which offers specialized support services. http://www.nctc.edu/StudentServices/SupportServices.aspx

Financial Aid offers financial resources for students that qualify, visit the financial aid offices for more information. http://www.nctc.edu/FinancialAidHome.aspx

Childcare

The Childcare Reimbursement Program provides support services for NCTC students pursuing a career in a technical field of study to help them complete their career plans. The program will reimburse technical declared students a percentage of their daycare expenses if the child is attending a licensed or registered daycare facility. This is on a first come first serve basis, and is available to students on all 5 campuses. Please note, we do not have a childcare facility on any of our 5 campuses. This is a reimbursement program only.

Students who wish to become eligible for Childcare Assistance Program need to:

- Declare in a technical field of study
- Establish financial need
  - Ex: Pell Grant recipient
  - Food Stamp recipient, W2, etc.
- Complete a Childcare Reimbursement Program Application and provide all necessary documentation. The Application can be found online at http://www.nctc.edu/StudentServices/Childcare.aspx

For more information, please contact Yvonne Sandmann on the Gainesville Campus at 940-668-4209 ext. 4321, or by email at ysandmann@nctc.edu.

Early Alert and NCTC Cares

The NCTC Early Alert program has been established to assist students who are at risk of failing or withdrawing from a course. Your instructor may refer you to this program if you are missing
assignments, failing tests, excessively absent, or have personal circumstances impacting your academic performance. If submitted as an Early Alert you will be notified via your NCTC e-mail address and then contacted by a Counseling and Testing advisor or counselor to discuss possible strategies for completing your course successfully.

The NCTC CARES (Campus Assessment Response Evaluation Services) Team addresses behavior which may be disruptive, harmful or pose a threat to the health and safety of the NCTC community—such as stalking, harassment, physical or emotional abuse, violent or threatening behavior, or self-harm. As a student, you have the ability to report concerning behavior which could impact your own safety or the safety of another NCTC student. Just click the NCTC CARES Team logo posted on MyNCTC, or send an e-mail to CARESTeam@nctc.edu. As always, if you feel there is an immediate threat to your own safety or welfare (or to another student), please call 911 immediately.

**Tobacco-Free Campus**

NCTC restricts the use of all tobacco products including cigarettes, cigars, pipes and smokeless tobacco on campus property.

**NOTICE:** Some grades for this course may post in Canvas. Those grades will be correct only relative to the assignments that are graded by instructor. The course average and other numeric computations that show in Canvas may or may not be correct. As college students you should use the above provided format to follow your grade progress. Your final grade is obviously a sum of the ratios of the four component grades. The very best approach is to accumulate as many points as you can as the semester goes along. If you miss an opportunity to earn points for any reason then, those points are lost. Remember to participate in posted assignments during the time frame allowed.

**NOTICE:** Some assignments required participation on more than one date. Being absent on either date will cause you to NOT get points for the related assignment or activity. Attendance is mandatory. This course operates much like a business with you as the employee who is expected to show up for all work assignments.