



TEXAS A&M UNIVERSITY
SAN ANTONIO

CISA 1305, **Computer Business Applications**, Fall 2024 SECTION 603
Department of Computing and Software Security, College of Business
Course Syllabus

Class Meeting Time and Place: **Online asynchronous**
Instructor: Dr. Natalie Rice
Office: online, via zoom, Thursday 3 pm - 4 pm; zoom - <https://tamusa.zoom.us/j/88363458850>
Tel: 865 438 5161
E-Mail: Natalie.manaeva@gmail.com or nrice@tamusa.edu
Student emails will receive a reply within three business days.
Course Website: <https://tamusa.blackboard.com/>
Office: online, via zoom, Thursday 3 pm - 4 pm; zoom - <https://tamusa.zoom.us/j/88363458850>

Catalog Course Description: Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the internet. Prerequisite: NA.

Course Objectives: Students will learn about core Microsoft business software and systems and how to utilize them in everyday business and personal scenarios. Students will gain a greater understanding of Business Computer Applications

Prerequisites: None

Student Learning Outcomes: After successful completion of this course, students will be able to: 1. Understand how to use Microsoft core suite of business software 2. Navigate through Microsoft Word, Excel, Access, and PowerPoint 3. Develop/ Create artifacts from each tool to be utilized in a Business setting.

AACSB Assessment:

The College of Business is in the process of applying for AACSB accreditation. As part of that process, students will be assessed on program level outcomes based on course outcomes from various courses. The materials from this course may be used for assessing such program level outcomes, and hence students must follow the necessary rigor to ensure mastery of the above course outcomes.

COVID-19: Due to the current pandemic environment, all university personnel (faculty, students and staff, etc) are required to adhere to mandated procedures and guidelines as communicated through university communications.

Required Materials:

- Textbook: The Shelly Cashman Series Collection, Microsoft® Office 365 & Office 2019, **MindTap 1 term Instant Access ISBN-13: 9780357026229**

This book is a custom text available as an e-book .The e-book will be available starting Thursday, August 29th, in CISA 1305, Business Computer Applications, Fall 2024, Natalie Rice Blackboard under the course content section. Follow the below instruction to access/purchase textbook.

How to buy your Course Materials – PLEASE DO NOT DO THIS UNTIL AUGUST 29 when it will go live.

o Step 1: Sign into Blackboard and click on CISA 1305

o Step 2: Click on the Cengage link under course content section.

o Step 3: Create or sign into your Cengage account to access or purchase the materials for this course.

o INSTRUCTOR NOTE: If you are using Cengage Infuse, please include this additional step: o Step 4: Double check the The Shelly Cashman Series Collection, Microsoft® Office 365 & Office 2019, 9780357026229 to ensure you are purchasing Cengage Infuse for CISA 1305.

o Need help? Visit startstrong.cengage.com for step-by-step registration instructions and videos, or you can setup time with our Cengage representative at

https://www.cengage.com/coursepages/TAMUSA_Student_StartStrong

- Blackboard: Connect to <http://tamusa.blackboard.com>. You will have lecture notes, solutions to problems, multimedia materials and other supplementary materials in Blackboard.

- SAM: In addition to the assignments in Blackboard, you will complete exams and assignments in an online homework management system called SAM. Instructions on how to obtain online access and a link to the website will be provided as a separate handout.

- Computer Hardware: In order to participate in the tutoring sessions you will need a computer with an internet connection, a microphone and speakers/headphones.

- Time: You are expected to spend 4-8 hours per week for the course. Based on the background, some student may require more time. Time spent may be longer when assignment/exams are due. Other

Recommended / Reading Materials: Additional reading materials are available on the course website as recommended by the instructor.

Course Requirements every student must fulfill in order to succeed in course:

1. Students should check the Course Calendar, Announcements, and Messages (e-mail) systems in Blackboard on a regular basis.
2. Students should keep current with all course assignments, quizzes, and examinations.
3. If the course uses remote proctoring for exams, students must schedule their exam early in the semester.
4. Students should ask questions and communicate with the instructor either in class, online, off-line or during office hours.
5. For all classwork, exams, quizzes etc., if a student is completing it off-campus, then they are responsible for availability of internet connectivity. Extensions will not be granted for lack of availability of internet connections.
6. Students should remember that hybrid and Hyflex courses assume greater responsibility and independent learning skills by the student for their own learning outcomes.
7. For Hyflex courses, students should keep current on class recordings, if not attending the live class (either in person or online).
8. For Hyflex courses, students are not required to come to class, even for proctored examinations. a. The instructor can require students to physically sit for an examination in a proctored environment at the facilities of university testing services – setup of exam is responsibility of the student. b. The instructor can require students to take examinations using proctoring software as indicated in the Proctored Exams section. CISA 1305, Business Computer Applications, Fall 2023, Syllabus, Natalie Rice. The instructor decides which type of examination works best for the class and the student must comply with their instructions – as long as they are not required to take an in-class examination, or are required to take the examination at one specific time that applies to all students. In other words, the instructor will offer the student some flexibility on test location and the time to sit for the examination. Instructors should allow 72 hours for students to complete any examination.

Grading Policy:

The final course grade will be based on your performance on the quizzes, exams, assignments and class participation using the following weights:

- SAM Exams (200 Points)
- Projects (900 Points)
- Trainings (500 Points)
- Mid-term Exam (150 Points)
- Final Exam (as per University Schedule) (150 Points)
- Resume (100 Points)
- Total (2000 Points)

The final letter grades will be assigned as follows: Above 90% ⇒ A; 80 – 89% ⇒ B; 70 – 79% ⇒ C; 60 – 69% ⇒ D; Below 60% ⇒ F.

This course has a requirement of a grade of C as a minimal grade for satisfactory completion of this course. Add this statement if the course has such a requirement. Please check current course catalog/Dept head.

Examinations and Quizzes: There will be a mandatory mid-term exam and a mandatory final exam (as per university schedule). Being absent for an exam will result in a grade of zero for that exam and may result in a fail grade in the course. The exams/quizzes will consist of conceptual multiple-choice questions, problem solving questions, and short essay questions. The exam/quiz materials will come

from lecture notes, the text, and class discussions. Questions will emphasize understanding and applications of concepts and topics covered in class.

Proctored Exams: In order to ensure course integrity, students enrolled in this course may use a Remote test-Proctoring software for the administration of exams, if allowed and is set up by the instructor. The College of Business has partnered with ProctorU for the Remote test-Proctoring service. It is completely free for students to use; there is no additional fee to students for using this service. Students are required to make their own appointment to take exams within the timeframe established by your professor. If you make an appointment for an exam and fail to appear, subsequent testing attempts for that exam will incur a fee to the student of about \$30 (prices are dependent on the length of the exam). Information about required computer equipment needed for this service can be found on the ProctorU website. At a minimum, students need a computer, webcam, a microphone, and an internet connection with at least 3 MPS upload and download speed. Information and FAQs about how to register and take your exam with ProctorU is available on their website at ProctorU.com. You can also test your computer systems readiness at that site.

Assignments/ Research papers: There will be several assignments during the course. Individual assignment statements and due dates will be posted through Blackboard. Each student is responsible for working through each module and submitting the required assignment.

Make up and Late Assignment/exam/quiz policy: As a general rule, make-ups or late submissions will NOT be offered or accepted for any missed assignments/exams/quizzes. Late submissions or make-ups may be accepted/administered only in extraordinary circumstances such as an excused official university activity, a severe illness, or a dire emergency. However, you must provide comprehensive documentation either before or within a few days of the missed assignment/quiz/exam.

Class conduct and civility code: Everyone in class is expected to follow all rules in the student handbook, as well as common courtesy during classroom lectures and discussions in class and online, including the following:

1. Attendance may be taken at the beginning or the end of the class.
2. It is the students' responsibility to obtain and be able to use the required materials and software for this class.
3. Student must retain copies of all assignments and graded work for verification purposes. Keep copies of all computer files and e-mails.
4. Talking while the instructor is lecturing is extremely disruptive and discourteous to the instructor and other students.
5. Using computers or phones (except for a valid urgent need) during class for a purpose not related to class is disruptive. All cell phones and gadgets should be turned off and headphones removed.
6. For any questions about the exams and assignments, a student should contact the instructor, before the day they are due, so the instructor may have enough time to provide feedback.
7. All communications will be via e-mail communications to the Texas A&M University e-mail account, and students are expected to use their school provided email account. The instructor will reply to a student e-mail messages and voice messages within 2 business days during week days (Monday-Friday).
8. All assignment submissions must be uploaded to Blackboard by the due date.

Anyone violating these policies may be subject to disciplinary actions.

Class attendance and Participation: A vital part of every student's education is regular attendance of class meetings. Any absences tend to lower the quality of a student's work, and frequent or persistent absences may result in a failing grade. Students are responsible for the materials covered in class. The course covers a lot of material, and most students find at least some parts of it difficult. Class participation is highly encouraged as it makes the class more interesting and enhances the learning experience. Students are strongly encouraged to ask questions, participate in class discussions and problem-solving, and visit/contact the instructor during office hours in case of questions or concerns. Good attendance and participation will be rewarded when final grades are assigned.

Fall 2023 Class Schedule The provisions and information set forth in the schedule below are intended to be informational and not contractual in nature. The instructor reserves the right to amend, alter, change, delete or modify the provisions of the schedule.

| Week | From | To | Assignment | Due date SUNDAY 10 PM Note: You need to turn in BOTH training and project modules |
|------|--------------|--------------|------------------------------|---|
| 1 | August 26 | September 1 | Introduction/Syllabus review | N/A |
| 2 | September 2 | September 8 | Word Module 1 | September 8 |
| 3 | September 9 | September 15 | Word Module 3 | September 15 |
| 4 | September 16 | September 22 | Word Module 5 | September 22 |
| 5 | September 23 | September 29 | Power Point Module 1 | September 29 |
| 6 | September 30 | October 6 | Power Point Module 3 | October 6 |
| 7 | October 7 | October 13 | Mid term exam preparation | October 13 |
| 8 | October 14 | October 18 | MID TERM EXAM | October 18 |
| 9 | October 21 | October 27 | Power Point Module 7 | October 27 |
| 10 | October 28 | November 3 | Excel Modul 1 | November 3 |
| 11 | November 4 | November 10 | Excel Modul 2 | November 10 |
| 12 | November 11 | November 17 | Excel Modul 8 | November 17 |
| 13 | November 18 | November 24 | Access Module 1 | November 24 |
| 14 | November 25 | December 1 | Access Modul 2 | December 1 |
| 15 | December 2 | December 8 | Final exam preparation | December 8 |
| 16 | December 9 | December 13 | FINAL EXAM | December 13 |

COVID-19 protocol If you have COVID-19 symptoms, had exposure to COVID-19, and/or are confirmed to have COVID19, refrain from coming to campus and self-report in the online COVID-19 Reporting Portal found at: https://redcap.link/TAMUS_COVID_PORTAL for further guidance.

Financial Aid and Verification of Attendance

According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which includes class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of

becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving Federal financial aid who does not attend the first week of class will have his/her aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of his/her federal aid.

Jaguar Writing Center

The Jaguar Writing Center provides writing assistance to graduate and undergraduate students in all three colleges. Writing tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Students can make individual or group appointments with a writing tutor. The Writing Center can be contacted by email at: Student.Success@tamusa.edu or by phone at (210) 784-1307, or by visiting its web page from www.tamusa.edu.

Jaguar Tutoring Center

The Tutoring Center at Texas A&M University–San Antonio provides academic assistance to students in TAMU-SA’s schools of Business, Education, and Arts and Sciences. Literacy tutors help students develop reading skills, prepare oral presentations, and plan, draft, and revise their papers. Business tutors provide individual assistance in statistics, accounting, and math. The goal of TAMU-SA tutors is to empower students to succeed academically. The tutoring center can be contacted by email at: Tutoring@tamusa.edu or by phone at: (210) 784-1332, or by visiting its web page from www.tamusa.edu.

University Email Policy and Course Communications

All correspondence between professors and students must occur via University email accounts. You must have Jaguar email account ready and working. If it is not working, contact the help desk at 210-784-4357.

The Six-Drop Rule

Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student’s GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as “F” grades and will impact the student’s GPA.

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disability. If you believe you have a disability that may require accommodations, please contact Disability Support Services (DSS) for the coordination of services. The phone number for DSS is (210) 784-1335 and email is dssupport@tamusa.edu.

Academic Misconduct Policy

Students at Texas A&M University-San Antonio are expected to adhere to the highest standards of academic honesty and integrity. Academic misconduct for which a student is subject to penalty includes cheating, plagiarism, fabrication, multiple submissions, misrepresentation of academic records, facilitating academic dishonesty, unfair advantage, violating known safety requirements and ethical misconduct. Students are expected to do their own course work. Simple cases of first offense cheating or plagiarism by an individual student may be handled by the instructor after consultation with the department chair. The student is usually confronted with the evidence in private and advised of the penalty to be assessed. The evidence will be retained for at least one full year. For more serious cases, such as those involving repeated offenses, conspiracy with other students or the theft and selling of examination questions, a report should be made by the instructor via the department chair and college dean to the Office of Student Rights and Responsibilities. Academic dishonesty is a violation of the Student Code of Conduct; therefore, the instructor **WILL** report any form of academic dishonesty to the Office of Student Rights and Responsibilities. Please review the Student Handbook for a complete description of the process. Penalties for academic dishonesty may range from a grade of F on the particular paper or in the course to expulsion from the University.

Considering the potential consequences of academic misconduct, it is obviously in students' best interests to avoid even the appearance of such behavior. If a student is unclear whether a specific act might constitute academic misconduct, please she/he should contact the instructor for an assessment of the situation.

All student term papers and other written assignments are subject to analysis by anti-plagiarism software.

Key Dates

Fall 2024 Regular 16-Week Session

| | | |
|--------------|-----------|--|
| March 25 | Monday | Registration opens |
| August 19 | Monday | Tuition & fee payment deadline |
| August 22 | Thursday | Drop for non-payment |
| August 23 | Friday | Last day for students withdrawing to receive 100% refund (0% responsibility) for tuition |
| August 26 | Monday | First class day |
| September 2 | Monday | Labor Day Holiday - No classes |
| September 3 | Tuesday | Last day to register |
| September 11 | Wednesday | Census Date |

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|-------------------------|-------------------|---|
| September 12 | Thursday | Drop for non-payment |
| October 7-October 18 | Monday-Friday | Midterm grading period |
| November 11 | Monday | Last day to drop with an automatic grade of "W" |
| November 19 | Tuesday | Last day to withdraw from the university |
| November 27 | Wednesday | Study day - No classes |
| November 28-November 30 | Thursday-Saturday | Thanksgiving Holiday - No classes |
| December 5 | Thursday | Last day of scheduled classes for weekday classes |
| December 6 | Friday | Study day - No classes |
| December 7-December 13 | Saturday-Friday | Final examinations |
| December 13 | Friday | End of term |
| December 16 | Monday | All grades due by noon |
| December 17 | Tuesday | Commencement |
| December 19 | Thursday | Grades available in JagWire |
| December 24-January 1 | Tuesday-Wednesday | Winter Break |
