



TEXAS A&M UNIVERSITY
SAN ANTONIO

CISA 1305-903: Business Computer Applications, Fall 2026, CRN: 11405

Department of Management and Marketing, College of Business

Course Syllabus

Class Meeting Time and Place: W:12:30-1:45pm, ST 279
Class Duration: 8/24/2026-12/11/2026
Instructor: Mirsab Zar
Office: BLH 241BB (or Virtual)
E-Mail: mzar@tamusa.edu
Student emails will receive a reply within two business days.
Course Website: <http://tamusa.blackboard.com/>
Office Hours: W: 1:45-2:45 pm (In-Person),
Th: 1-2 pm (Virtual)

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

Course Objectives: Students will learn about 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:

1. Understand how to use Microsoft's 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 has earned AACSB accreditation. As part of that ongoing 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 and retention of the above course outcomes.

Required Materials:

- **Textbook (e-book):** The Shelly Cashman Series® Collection, Microsoft® 365® & Office® 2021, Cable et al. Cengage.

When you search for the textbook from the campus bookstore, you will see Cengage Unlimited instead of the textbook. You must purchase Cengage Unlimited. It provides unlimited access to Cengage materials, including **e-books and platforms** such as WebAssign and MindTap. So, if you already purchased Cengage Unlimited from other courses for this semester, you don't need to repurchase it.

- **Blackboard:** Connect to <http://tamusa.blackboard.com>. You will have lecture notes, and other supplementary materials in Blackboard. Students should monitor announcements in Blackboard several times a day.
- **Microsoft Office:** You will be required to use Microsoft Office products (Word, PowerPoint, Excel, Access). These products are available in the computer labs on campus and available to you, as a student, via Office 365 download via the university. You will also be able to download the installation software from the Microsoft software center. You will receive your login name and password at your Jaguar email address.

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

1. Students should check the Course Calendar, Announcements in Blackboard, and Emails 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 or during office hours.
5. For all classwork, exams, quizzes etc., students are responsible for the availability of internet connectivity. Extensions will **not** be granted for lack of availability of internet connections.

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

SAM Textbook Projects	15%
SAM Training	15%
SAM Exams	15%
In-Class Discussions	15%
Midterm Exam	20%
Final Exam	20%

The final letter grades will be assigned as follows: Above 90% $\Rightarrow$ A; 80-89.99% $\Rightarrow$ B; 70-79.99% $\Rightarrow$ C; 60-69.99% $\Rightarrow$ D; Below 60% $\Rightarrow$ F. This course has a requirement of a grade of C as a minimal grade for satisfactory completion of this course.

The instructor reserves the right to adjust the student's final grade based on the overall performance.

SAM Assignments: Homework assignments will be completed through Cengage MindTap. There will be a total of 3 Word modules, 4 PowerPoint modules, 4 Excel modules, and 2 Access modules. Each module will contain a SAM textbook project, a SAM training assignment, and a SAM exam. The two lowest assignments from each of the three SAM assignment categories will be dropped. You are still expected to complete all of the assignments.

Extensions will not be given for late work unless there is a university-wide disruption of blackboard or internet connectivity. Lack of internet availability off campus will not be accepted as a reason for late work.

In-Class Discussions: Each class period, we will cover a module from Technology for Success: Computer Concepts from the textbook. The lectures will be accompanied by in-class discussions, in which students are expected to participate to receive credit. While attendance is not included as a field in the overall grade calculation, students must be present in class in order to participate in the in-class discussions. You may miss up to 2 in-class discussions for any reason with no penalty. After that, points will be taken off unless there are very special circumstances (medical reasons, university-sponsored events, religious holy days, etc.). If there is such an emergency or valid excuse, you will need to communicate with me in advance and provide evidence.

Examinations: There are two mandatory exams for this course: a mid-term exam and a final exam.

The exams will consist of multiple-choice, short-answer, and essay questions. The exam materials will come from lecture notes, the textbook, and class discussions. Questions will emphasize understanding and applications of concepts and topics covered in class.

Please note that no make-up or late submissions will be accepted for missed exams. Students who fail to take an exam within the scheduled exam period will receive a grade of zero, which may lead to a failing grade for the entire course.

Academic Integrity sanctions: Incidents of academic misconduct such as cheating will result in a minimum sanction of a 0 on the assignment/quiz/exam. All cases of suspected academic misconduct will be reported to the office of student rights and responsibilities.

Make up and Late exam policy As a general rule, no make-ups or late submissions will be offered/accepted for any missed exams. Late submissions or make-ups may be accepted/administered only in extra-ordinary circumstances such as an excused official university activity, a severe illness, or a dire emergency. However, you must provide comprehensive documentation within a few days of the missed 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. Students are expected to be in class on time and to remain until the end of the class.
2. Attendance may be taken at the beginning or the end of the class.
3. It is the students' responsibility to obtain and be able to use the required materials and software for this class.
4. Students must retain copies of all assignments and graded work for verification purposes and provide it to the instructor, if necessary. Keep own copies of all computer files and e-mails till final grade is received.
5. Talking while the instructor is lecturing is extremely disruptive and discourteous to the instructor and other students.
6. 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.
7. For any questions about the exams and assignments, a student should contact the instructor well in advance of the day they are due, so the instructor may have enough time to provide feedback.
8. 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. It is the responsibility of the students to check their TAMUSA email regularly to receive updates on the logistics of the course. The instructor will reply to a student e-mail messages within 48 hours during weekdays (Monday-Friday).
9. All assignment submissions must be uploaded by the due date.

Food is not allowed in class, but coffee/soft drinks/water are allowed.

Class attendance and Participation: A vital part of every student's education is regular attendance of class meetings for face-to-face/hybrid classes/online synchronous classes. 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 is intensive and challenging, and you are expected to master the materials presented in class. The structure of the class makes your individual study and preparation outside of class extremely important and may vary considerably based on student background. However, a **minimum** of four hours of work outside the class is expected for every one hour of class period per week.

Spring 2025, CISA 1305:903, Business Computer Applications, Class Schedule

The provisions and information set forth in the schedule below are intended to be informational and not contractual in nature. I reserve the right to amend, alter, change, delete or modify the provisions of the schedule. All the changes will be announced in class/Blackboard and you are responsible for the announcements made in class/Blackboard.

Week	Date	Lecture / Concepts Module	Cengage Module Due
Week 1	Aug.26	Syllabus	
Week 2	Sep.2	Module 1	Word Module 1
Week 3	Sep.9	Module 2	Word Module 3
Week 4	Sep.16	Module 3	Word Module 5 (ALL WORD MODULES DUE)
Week 5	Sep.23	Module 4	PowerPoint Module 1
Week 6	Sep.30	Module 5	PowerPoint Module 2
Week 7	Oct.7	Midterm Exam	
Week 8	Oct.14	Module 6	PowerPoint Module 3
Week 9	Oct.21	Module 7	PowerPoint Module 7 (ALL PPT MODULES DUE)
Week 10	Oct.28	Module 8	Excel Module 1
Week 11	Nov.4	Module 9	Excel Module 2
Week 12	Nov.11	Module 10	Excel Module 3
Week 13	Nov.18	Module 11	Excel Module 8 (ALL EXCEL MODULES DUE)
Week 14	Nov.25	Study Day (No Class)	Access Module 1
Week 15	Dec.2	Module 12	Access Module 2 (ALL ACCESS MODULES DUE)
Week 16	Dec.9	Final Exam	

IMPORTANT POLICIES AND RESOURCES

University Email Policy and Course Communications: All correspondence between professors and students must occur via university email accounts. You must have your Jaguar email account ready and working. If it is not working, contact the help desk at helpdesk@tamusa.edu or at 210-784-HELP (4357). If you don't hear back within 48 hours, contact them again. They have many requests during the first part of the semester, so you may need to follow up with them.

Academic Accommodations for Individuals with Disabilities: Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is located in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us at the [website](http://www.dss.tamusa.edu) or email us at dss@tamusa.edu. All students are encouraged to discuss their academic accommodation with Disability Support Services and their instructors as soon as possible.

Academic Learning Center: All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu, calling (210) 784-1307, or visiting the Central Academic Building, room 202. Online tutoring is also available for after hours and weekend assistance. While tutoring hours may change based on tutor schedules and availability, the current tutoring hours for MATH in the ALC are as follows:

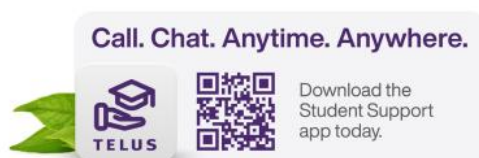
Appointments available MATH Walk in Tutoring – No appointment needed

	Appointments available	Walk in Tutoring – No appointment needed
MONDAY	8 am – 6 pm	9 am – 5 pm
TUESDAY	8 am – 6 pm	9 am – 5 pm
WEDNESDAY	8 am – 6 pm	9 am – 5 pm
THURSDAY	8 am – 6 pm	9 am – 5 pm
FRIDAY	8 am – 5 pm	11 am – 4 pm

Counseling/Mental Health Resources: As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, visit our website, call 210-784-1331 or visit Madla 120 between the hours of 8:00 AM and 5:00 PM.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. *Crisis support is available 24/7/365 by calling the SCC at 210-784-1331 or through the TELUS student support App.*

The TELUS Student Support App provides a variety of mental health resources to including 24/7/365 support for in the moment distress, crisis support, an anonymous peer-to-peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.



Emergency Preparedness: JagE Alert is Texas A&M University-San Antonio’s mass notification system. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>. More information on emergency response may be found at: [Emergency Operations Plan](#) and the [Emergency Action Plan](#). Download the SafeZone App (<https://safezoneapp.com/>) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

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 include 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 by the published Census Date (the first week of class). Any student receiving federal financial aid who does not attend prior to the published Census Date (the first week of class) will have their 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 their federal aid.

Jaguar Writing, Language, and Digital Composing Center (WLDCC): The WLDCC provides support to graduate and undergraduate students in all three colleges as well as faculty and staff. Writing tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. The WLDCC offers face-to-face, synchronous online, and asynchronous digital appointments. Students can schedule appointments

with the WLDCC in JagWire under the Student Services tab. Click on “Writing, Language, and Digital Composing Center” to make your appointment. Students wanting to work in realtime with a tutor can schedule an “Online Appointment.” Students wishing to receive asynchronous, written feedback from a tutor can schedule an “eTutoring” appointment. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our [website](#). The WLDCC can also be reached by emailing wldcc@tamusa.edu.

Meeting Basic Needs: Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a [CARE report](#) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources. A food pantry is available on campus; click [here](#) for hours and contact information.

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots’ Casa building, room 202, or to contact the Office of Military Affairs with any questions at military.va@tamusa.edu or (210)784-1397.

Religious Observances: Texas A&M University-San Antonio recognizes the wide variety of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or course work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

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.

Statement of Harassment and Discrimination: Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual on our campus and within our state, nation, and world. All decisions and actions involving students and employees are to be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the University’s Civil Rights Officer at 210-784-2061 or titleix@tamusa.edu.

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking based on sex, know that help and support are available. A&M-San Antonio’s Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related sex-based misconduct, the faculty member must share that information with the university’s Title IX Coordinator (titleix@tamusa.edu, 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Pregnant/Parenting Students: Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student’s studies; (3) participate in an alternative program; (4) change the student’s major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable accommodations to pregnant students as would be provided to a student with a temporary medical condition that are related to the health and safety of the student and the student’s unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused

absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status (titleix@tamusa.edu; 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources.

Young Jaguars can support parenting students with daycare if students meet this criteria: (1) must be enrolled in classes at Texas A&M-San Antonio in the current semester, (2) must be Pell eligible or a single parent, (3) child(ren) must be aged 3 to 12-years-old, and (4) child(ren) must be enrolled in Pre-K-3 through 6th grade. Hours of operation is Monday-Thursday 3:30pm-9:00pm. For more information, please contact Young Jaguars at youngjaguars@tamusa.edu or call (210) 784-2636.

Students' Rights and Responsibilities: The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, [Student Code of Conduct](#), on our website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notifications.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, or disability. Conduct that infringes on the rights of another individual will not be tolerated.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the [Student Code of Conduct](#) or visit the resources available in the [OSRR website](#)

Important Fall 2026 Dates:

Dates	Event
August 20	Tuition & Fee Payments deadline
August 24	First day of class
September 7	Labor Day Holiday – No Classes / University Closed
September 9	Census Date – Students not paid in full or enrolled in a payment plan by 4:59 pm may be dropped for non-payment
October 5 – October 16	Midterm grading period
November 13	Last day to drop with an automatic “W”
November 25	Study Day – No classes
November 26-November 28	Thanksgiving Holiday – No Classes / University Closed
November 30	Last day to drop a course or withdraw from the University
December 4	Last day of classes
December 5 – December 11	Final exams
December 15	Commencement

The complete [academic calendar](#) is available online

Broader Use of Generative AI Permitted Within Guidelines

Use of artificial intelligence (AI) tools, including ChatGPT, is permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (this includes in-text citations and/or use of quotations, and in your reference list). Using an AI tool to generate content without proper attribution qualifies as academic dishonesty and violates Texas A&M-San Antonio’s standards of academic integrity.