

**Course Information**

**BCIS1305 - Business Computer Applications**

**Type of Course/Delivery Mode/Testing Requirements**

This is an internet course, meaning the coursework will be all on-line. All assignments and testing will be administered via Canvas or the textbook publisher's SAM tool. No proctors will be required for testing.

**Professor Contact Information**

**Instructor Name:** Jim Johnson

**E-mail:** [johnsonj@grayson.edu](mailto:johnsonj@grayson.edu)

**Office Phone:** 903-463-8671

**Office Hours:** MW 8-9:30 AM and 12-1 PM

TTh 8-11 AM and 12-1 PM

F 9-10 AM

**Course Pre-requisites, Co-requisites, and/or Other Restrictions**

Broadband internet access.

**Course Description**

**BCIS1305. Business Computer Applications. (2-4-3).**

Computer technology, 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.

**Student Learning Outcomes**

1. The student will be able to demonstrate the use of business software applications.
2. The student will be able to design and create word processing documents, spreadsheets, and presentation graphics.
3. The student will be able to demonstrate business-oriented utilization of the Internet

**Required Textbooks and Materials**

1. **Textbook:** New Perspectives on Microsoft Office 2013, Cengage Learning. ISBN-13 978-1-305-78508-3. (Note: The ISBN is for a bundled package that includes two textbooks and the necessary course software).
2. Software: Provided with the textbook.
3. SAM: SAM access code bundled with your textbook.
4. High speed (Broadband) internet access and a Windows-based computer or a high end Apple computer. NOTE: Macbook Pro users – Macbook Pro doesn't support Microsoft Access so you will need to make arrangements to use a computer with MS Access on it when we get to

this section of the course.

### **Methods of Evaluation**

To obtain an A in this course, you must complete all assignments as well as maintain an A average on your work.

### **Grading Scale:**

Categories	Percentage
A	89.5% - 100%
B	79.5% – 89.4%
C	69.5% - 79.4%
D	59.5% - 69.4%
F	59.4% and below

### **Grading Criteria:**

Categories	Percentage
SAM Tutorials	15% of total
SAM Projects	35% of total
Discussions & Attendance	10% of total
Chapter Tests	30% of total
Final Exam	10% of total

Grades for all assignments, exams, and quizzes will be posted online on Canvas to allow student verification of grades.

### **Methods of Instruction**

Since this is an Internet course, there will be no classroom face-to-face time. However, this does not mean that you will be alone or cannot receive assistance.

Please note the following:

1. There will be limited campus meetings for this course. However, if you need help, please contact the instructor via office phone, office email, or Canvas email. Please do not hesitate to seek assistance.
2. On-line participation will be assessed and graded by timely completion of the on-line assignments.
3. On-line monitoring of students by the instructor will be done via Canvas tracking.
4. This is a reading intensive course. Students must be prepared to spend a significantly longer amount of time on this class than for an on-campus class.
5. Since this is an Internet-based course, it is highly recommended that students have access to a high-speed internet connection and up-to-date computer hardware running Windows version 7 (or later). All course work will be administered via Canvas and SAM, so the appropriate Canvas functionality on student computer hardware is required. If you do not have access to these facilities, please contact the instructor for information on available facilities on campus.
6. The best method of avoiding technical problems is to do your assignments early, leaving enough time to work through any issues (network down, Canvas down, etc.). Adjustments will be made only for technical issues that occur with equipment or services (Canvas outages, etc.) that are beyond the control of the student.
7. All assignments consist of questions that are randomly selected at the time the assignment is

started by a student, so no two students will encounter identical assignments. This is done to ensure academic integrity.

## **Course & Instructor Policies**

### ***Class attendance***

Appropriate attendance for this class will be determined by the level of assignment completion and by class participation as tracked via Canvas. Lack of assignment completion in this class will obviously produce a detrimental impact on the student's grade.

Academic success is closely associated with regular course participation. All successful students, whether on campus or on-line, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Responsibility for work missed because of illness or school business is placed upon the student.

If you find yourself in over your head, please observe the drop dates on the course schedule. You may drop this class by calling the Registrar's Office at 903-465-6030. Please do not "disappear" for two or three weeks and suddenly "reappear" and ask to be given special permission to make up the required work. If you are unable to complete course assignments for any length of time during the semester due to medical issues, family emergencies, etc., let your instructor know as soon as possible to make the appropriate arrangements.

### ***Make-up Assignments***

There will be **NO** "make-up assignments" for exams missed due to absences that are not for official school activities **and** approved by the instructor in advance. Assignments missed for any other reason will be recorded with a grade of 0.

### ***THEA Proficiency***

The Texas Higher Education Assessment (THEA) is required by Texas law to ensure students enrolled in

Texas public colleges possess the academic skills needed to perform effectively in college-level course work. THEA includes a testing component designed to identify and provide diagnostic information about the reading, mathematics and writing skills of each student. This course has been identified as a ***Reading Intensive*** course for the purposes of THEA.

### ***How to Succeed in This Class***

Motivation and effort on the part of the student determines success in class. Here are some guidelines and suggestions for you to follow if you are a new student and want to succeed. First, be consistent by keeping up with the class material. Second, prepare a calendar which lists all test and homework assignment due dates for all classes. Third, summarize the course material to maintain a "high-level" understanding of the material. Fourth, always remember that you are solely responsible for keeping up with the course material; you won't have an instructor constantly reminding you what to do, so be proactive. Finally, turn all work on time, **read the textbook, and make use of the web site resources provided by the publisher of your textbook.** Remember that what you get out of college is directly proportional to the amount of time and effort you put into college.

### ***"Late Assignment" Policy***

You should allow yourself ample time to submit your assignments before the due date. Since some of your assignments might be submitted on-line, and excuse of *"I couldn't access the computer to turn in my assignment because ..."* will not gain you any sympathy or extra time. Assignments will **NOT** be accepted after the due date. On-line quizzes may not be submitted late. You will have plenty of time for every assignment and quiz; do not wait until the last minute!

### ***“Testing Out” Policy***

You may not “test out” of this class. If you feel that the course level is below your present abilities, please contact your instructor during the first week of class so you can be enrolled in a more challenging course.

### **Academic Integrity**

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic Dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college’s policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

### **TITLE IX**

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

- Regina Organ, Title IX Coordinator (903-463-8714)
- Dava Washburn, Title IX Coordinator (903-463-8634)
- Kim Williams, Title IX Deputy Coordinator- South Campus (903) 415-2506
- Mike McBrayer, Title IX Deputy Coordinator (903) 463-8753
- Marilyn Power, Title IX Deputy Coordinator (903) 463-8625
- Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>
- GC Police Department: (903) 463-8777- Main Campus) (903) 415-2501- South Campus)
- GC Counseling Center: (903) 463-8730
- For Any On-campus Emergencies: 911

**Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.**

**These descriptions and timelines are subject to change at the discretion of the Professor.**

**Grayson College campus-wide student policies may be found on our Current Student Page on our website: <http://grayson.edu/current-students/index.html>**

### **Required Assignments & Academic Calendar**

Completion of all weekly assignments and discussions will earn students attendance points.

Attendance will be assessed weekly and reported to the appropriate college personnel. All work expires on the expiration date at 11:59pm. Work submitted after the due date but before the expiration date will be counted as “tardy” for attendance points. Due dates are designed to help you pace yourself through the course. Expiration dates are absolute and occur each Friday at 11:55PM.

