

# **GRAYSON COLLEGE**

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## **Course Information rev 1-6-21**

BUSG 1302 - Electronic Commerce Management for **Spring 2021**

*This course is FULLY online for Lecture and Testing*

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## **Professor Contact Information**

Instructor Name: Dr. Djuna L. Forrester

Office Location: Center for Workforce Learning

Office Hours: By Appointment. *Please make request by sending an email in this course.*

Phone: 903-463-8765

Email: [forresterd@grayson.edu](mailto:forresterd@grayson.edu) (fastest way)

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

None

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## **Technical Requirements to Access Canvas Effectively**

### **Screen Size**

Canvas is best viewed at a minimum of 800x600, which is the average size of a notebook computer. If you want to view Canvas on a device with a smaller screen, we recommend using the Canvas mobile app.

### **Operating Systems**

- Windows 7 and newer (users on Windows 10 need to download the Windows 10 Anniversary Update to submit Canvas assignments)
- Mac OSX 10.6 and newer
- Linux – chromeOS

### **Mobile Operating System Native App Support**

iOS 7 and newer (versions vary by device)

- Android 4.2 and newer

### **Computer Speed and Processor**

- Use a computer 5 years old or newer when possible
- 1GB of RAM
- 2GHz processor

### **Internet Speed**

- Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments.
- Minimum of 512kbps

### **Screen Readers**

- Macintosh: VoiceOver (latest version for Safari)
- PC: JAWS (latest version for Internet Explorer)
- PC: NVDA (latest version for Firefox)
- There is no screen reader support for Canvas in Chrome

### **Technology Skills**

You should be comfortable with the following:

- Sending and receiving email
- Using word processing software
- Navigating the Internet
- Downloading and attaching documents
- Locating downloaded documents on your computer
- Installing common free software for viewing and reading documents such as PDF documents if necessary

### **Course Description**

Introduction to business. Includes the internet, infrastructure for electronic commerce, markup languages, web-based tools and software, security issues, and electronic payment systems. Also covers strategies for marketing, sales, and purchasing; legal, ethical, and tax issues; and management functions.

### **Student Learning Outcomes**

- Identify elements for developing a web page;
- Identify security issues;
- Describe transaction processing systems
- Identify ethical/legal concerns
- Discuss tax issues relating to e-commerce transactions.

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### **Required Textbooks (ISBN # included) and Materials**

Electronic Commerce *By Gary P. Schneider*

12<sup>th</sup> Edition; Cengage Learning

- Reliable Internet Connection

## Required Assignments & Academic Calendar

In the event of inclement weather that creates challenges with travel or availability of electrical power, consistent Internet connectivity, you should reference your Canvas account for possible extensions or messages related to the course.

If you are unable to access Canvas or have other technical issues that prohibit you from submitting assignments in the portal, please use these methods:

- 1) Send to my college email: [forresterd@grayson.edu](mailto:forresterd@grayson.edu) with a receipt requested. This is the best and most expedient way.
- 2) Make contact with me at my office phone (903-463-8765) in order to ask about availability of a fax option.
- 3) Call me at my office phone (903-463-8765) to discuss a short extension.

## OUTLINE OF COURSE ASSIGNMENTS

1-11-21 to 3-4-2021

### SPRING 2021

ITEMS DUE	WEEK	DUE DATE
Self-Introduction Syllabus Quiz	WEEK 1	Wednesday 1/15/21
Chapter 1 ASSIGNMENTS/QUIZZES		Sunday 1/18/21
*Chapters 2 & 3 ASSIGNMENTS/QUIZ	WEEK 2	Sunday 1/24/21
Chapters 4 & 5 ASSIGNMENTS/QUIZ	WEEK 3	Sunday 1/31/21
Chapter 6 ASSIGNMENTS/QUIZ	WEEK 4	Sunday 2/9/21
MID-TERM ASSIGNMENT	WEEK 4	Sunday 2/9/21
Chapters 7 & 8 ASSIGNMENTS/QUIZ	WEEK 5	Sunday 2/14/21
Chapters 9 & 10 ASSIGNMENTS/QUIZ	WEEK 6	Sunday 2/21/21
Chapters 11 & 12 ASSIGNMENTS/QUIZ & WORK ON FINAL	WEEK 7	Sunday 2/28/21
FINAL PAPER	WEEK 8	THURSDAY 3/4/21 (LAST DAY)

## TO KNOW FOR THE SYLLABUS QUIZ

1. The course has a required textbook? Yes or No
2. All of the learning outcomes for this course are located in the canvas course in the order they occur. Yes or No
3. Quizzes are worth 25 points each? Yes or No
4. The mid-term paper and the final paper are a required part of the course. Yes or No
5. The final paper for the course is worth 200 points. Yes or No
6. You may submit all the make-up work you wish. Yes or No
7. Your attendance will be recorded monthly. Yes or No
8. If inclement weather occurs, you should check your course for updates from the faculty. Yes or No
9. This course is online, but testing must be conducted on campus. Yes or No

## Methods of Evaluation

- Exercises/Activities
- Quizzes
- Mid-Term Paper
- Final Project

## Grading

Introduction		10 points
Syllabus Quiz		10 points
Exercises/Activities	3 x 10 min points x 12 chapters	360 points
Quizzes	30 points x 12 chapters	360 points
Mid-Term Project		250 points
Final Paper		<u>100 points</u>
Optional Bonus Points Made Available Weekly		
		Total Points: 1,090

A= 981 or above

D=654 or above

B=872 or above

F=Below 654

C=763 or above

- Students can check grades in CANVAS at any time during the semester
- Grading is conducted and posted several times each week
- Final grades will found in Campus Connect in Grade Report.

## Assignment Replies/Rubrics:

- To achieve full points on your assignments, reply to all portions of the inquiry in full.
- Mid-Term and Final Projects will have specific rubric posted in the affiliated modules. These rubrics will be utilized for grading of all portions of the assignment.

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## Methods of Instruction:

No lab is required for this course. All assignments are submitted online within Canvas.

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## Course & Instructor Policies

### Late Work Policy:

- There will be no makeup exams or late work accepted unless expressly indicated and approved by the instructor. Please see notes in the Outline of Assignments on Page 3 of this document.

### Class Attendance

- Academic success is closely associated with regular classroom attendance and course participation. All successful students, whether on campus or online, 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 instructions.
  - Attendance is charted for this course each Monday.
  - Attendance is not part of your grade. However, if assignments are not submitted in a timely manner you will forfeit affiliated points AND your attendance can impact your financial aid.
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### Across the Course Communication

1. Questions not related to the curriculum: Send to the faculty inbox
  - 1a. Questions of other students not related to the curriculum. Send to the student in their course inbox
- 2: Questions related to a specific topic currently being discussed: Post your inquiry in the affiliated discussion board.
3. Discussion boards including interaction with each other as indicated in the Introduction.

### Rules of Netiquette for Online Discussion

1. Before posting your question to a discussion board, check if anyone has asked it already and received a reply. Just as you would not repeat a topic of discussion right after it happened in real life, don't do that in discussion boards either.
2. Stay on topic – Don't post irrelevant links, comments, thoughts, or pictures.
3. Don't type in ALL CAPS! If you do, it will look like you're screaming.
4. Don't write anything that sounds angry or sarcastic, even as a joke, because without hearing your tone of voice, your peers might not realize you're joking.
5. Always remember to say "Please" and "Thank you" when soliciting help from your classmates.
6. Respect the opinions of your classmates. If you feel the need to disagree, do so respectfully and acknowledge the valid points in your classmate's argument. Acknowledge that others are entitled to have their own perspective on the issue.
7. If you reply to a question from a classmate, make sure your answer is accurate! If you're not 100% sure when the paper is due, do not guess! Otherwise, you could really mess things up for your classmates and they will not appreciate it.
8. If you ask a question and many people respond, summarize all answers and post that summary to benefit your whole class.

9. Be brief. If you write a long dissertation in response to a simple question, it's unlikely that anyone will spend the time to read it all.

### **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 includes but is not limited to cheating, plagiarism, collusion, and 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.

- A student found in violation of this policy will receive a F for the identified assignment.
- Referral will be made to college administration per the Student Handbook for possible removal from the course.

### **Student Responsibility**

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it.

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### **Title IX (rev. 1-2021)**

#### 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:

Dr. Molly Harris  
Dean of Students  
903-463-8714 [harrism@grayson.edu](mailto:harrism@grayson.edu)

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