

## JACKSONVILLE COLLEGE

### **Course Information**

Course number: BCIS 1305  
Course name: Business Computer Applications  
Semester and year: NA  
Time: On-line course. All weekly assignments are due by 11:59 p.m. Sunday of the current week  
Classroom: No on-campus classroom.

### **Instructor Contact Information**

Instructor Name: Ann Cumbee  
Phone Number: 903-625-1237 (cell)  
Email: [ann.cumbee@jacksonville-college.edu](mailto:ann.cumbee@jacksonville-college.edu)  
Office location: No on-campus office  
Office hours: By appointment

### **Course Prerequisites, Corequisites, and/or Other Restrictions**

Students are expected to have basic knowledge and college readiness skills.

### **Course Description**

This course gives students an understanding of computer terminology, hardware, software, operating systems, and information systems relating to the business environment. Students in this course will develop a proficiency in the use of the common applications of a productivity suite like Microsoft Office. Applications covered will include an overview of Operating systems, Windows, word-processing, spreadsheets, database, presentations, E-mail and HTML. No prior computer experience is required.

### **Required Course Materials:**

Access Code for SAM 365 & 2016 Assessment, Training, and Projects eBook (Student can purchase from Cengage.com) Microsoft Office 2016. Jacksonville College Bookstore no longer provides textbooks for purchase. Students are responsible for acquiring the necessary resources for this course.

### **Suggested Course Materials:**

Nothing other than what is listed above in Required Course Materials.

### **Student Learning Objectives:**

By the end of this course students are expected to:

- To define key terminology used in describing computer hardware, its components and peripherals, the specific software applications and the terms generally associated with those applications.
- To know how to purchase, install, and maintain a personal computer
- To work and navigate with the Windows 10 Operating System
- To prepare a variety of documents using appropriate formatting
- To create worksheets for data analysis

- To develop a relational database with tables, queries, forms, reports
- To design slide shows and professional presentations
- To learn to read and send e-mail messages and work with contacts
- To integrate Microsoft Office applications

### **Course Philosophy**

As a Christian and as an adjunct instructor I embrace the college Doctrinal Distinctives, which states;

- The Bible in the inerrant, infallible Word of God and is the final authority in all matters of belief and practice.
- There is one and only one living and triune God. He is Creator, Redeemer, Preserver and Ruler of the Universe.
- Christ is the eternal Son of God. In His incarnation, Jesus was conceived of the Holy Spirit and born of the Virgin Mary.
- Man is the special creation of God, who created us male and female.
- Salvation is the gracious act of God through faith in Jesus Christ and Him alone.
- Believers are to mature in the faith through discipleship and serve God and other through a New Testament church.
- Jesus Christ will return personally and visibly in glory to the earth. Christ will judge all men according to His will.

Part of the requirements for this course are to participate in the discussion of the various scriptures I will post in Forum on Moodle. Two posts for each scripture are required. (see more information in the Welcome section in Moodle)

### **Course Topics:**

- Windows 10 (OS)
- Microsoft Office 2016
  - o Word
  - o Excel
  - o PowerPoint
  - o Access
- Cloud Computing
- Safety and Security
- Mobile Devices

### **Course Assignments/Activities:**

Students will read each lesson assigned, view PowerPoint lesson summaries, practice terminology using MindTap Flash Cards, watch training videos and answer review questions in MindTap. Students will also complete Exercises as assigned and e-mail completed assignments as instructed. Tests for each lesson will be completed on MindTap.

### **Grading Policy:**

Exams:	50%
Assignments	40%
Participation in Forum	10%

## Grade Scale

<u>Score</u>	<u>Grade</u>
90-100	A
80-89	B
70-79	C
60-69	D

### Course Policies:

**Absences:** If you do not complete your assignments by the due date, you will be counted as absent.

**Turning in Assignments:** Every assignment is due by 11:59 P.M. the Sunday of each week. A week starts on Monday at 6:00 a.m. and ends on Sunday at 11:59 P.M.

**Participation:** Every week I will post a biblical scripture or a faith message that each student must respond to with their opinion and beliefs.

**Responding to Student Messages:** All student inquiries will be responded to within 24 hours, with the exception of weekends and holidays.

**Online Student Support Services:** Support services and resources are available to all online students and may help you succeed in this course. Find out what services are available and how to access them by visiting our [Online Student Support Services](#) page.

**Library Course On Moodle:** The Norman Library provides many online resources to students. To access these resources, or to request assistance with using these resources, you may visit the Library course on Moodle. Just sign into Moodle and then in the navigation block on the left side of the page click the current term and then the link to the Library course.

**Academic Honesty:** Jacksonville College Honor Code Each person of the Jacksonville College community is expected to uphold the Honor Code. The purpose of the Honor Code is to establish and preserve an environment of honor and integrity in the academic community. A deep faith in God is the foundation of Jacksonville College and should influence the personal and scholarly conduct of every student. Therefore, “. . . whatever you do, do it heartily, as to the Lord and not to men” Colossians 3:23 (NKJV). A violation of the Honor Code consists of but is not limited to the following defined actions:

### Definitions:

**A. Lying:** making a false statement made with the deliberate intent to deceive.

Lying includes but is not limited to the following:

1. Substituting for another student, or permitting another student to substitute for oneself, in taking a quiz or test.
2. Falsifying college documents including alteration or forgery. (Disciplinary consequences for this violation are determined by the College administration.)
3. Providing false information during the course of an investigation of an alleged violation of the JC Honor Code or the Student Code of Conduct.

**B. Stealing:** taking the property of another, including College property, without permission or right.

**C. Cheating:** dishonest behavior including, but not limited to, the following acts:

1. **Plagiarism:** the act of taking or closely imitating another individual's thoughts or words and using them as one's own, whether by paraphrase or direct quotation, without giving credit

through proper documentation; the submission of an assignment written by another student, commercial organization, or anyone other than the student.

2. Unauthorized Assistance or Collaboration: students working together on any tests, quizzes, assignments, or exams without the instructor's permission.
3. Use of Unauthorized Materials: using textbooks, cell phones, laptops, calculators, or other electronic devices for tests, quizzes, or assignments without instructor's permission.
4. Unauthorized Dual Submission of Previous Academic Work: using any work from a previous course or another course for an assignment unless a student has received prior permission from an instructor.
5. Other Academic Misconduct : including, but not limited to, stealing quizzes or exams, altering academic records including grades, sabotaging the work of another student, or unauthorized use of another student's electronic devices; intentionally reporting a false violation of academic integrity or offering a bribe to any College member in exchange for special consideration or favors.

**Disciplinary Consequences of Academic Violations:**

- A. First Offense: The student will be given a zero or "F" on the test, exam, course paper, or class assignment.
- B. Second Offense (whether in same class or another class): The student will receive an "F" in the course in which the second offense occurred.
- C. Third Offense (whether in same class or another class): The student is subject to being withdrawn from the College by the Academic Dean.

**Reporting Academic Violations:**

- A. The instructor and student will sign the Academic Violation Report Form. The instructor will send copies of the Report Form to be filed in the Office of the Academic Dean as long as the student attends Jacksonville College.
- B. The Academic Dean may talk with the student regarding the academic violation. (See the Student Handbook.)
- C. The instructor will keep the Academic Violation Report Form and a copy of the work in question as long as the student attends Jacksonville College.
- D. For a second offense, the Academic Dean will notify the student regarding an "F" in the course in which the second and subsequent violation occurred.
- E. For a third offense, the Academic Dean will notify the student of his or her due process in the withdrawal procedures from the College.

**Appeals:** The student may refer to the "Student Grievance Procedure" section in the Course Catalog.

**Jacksonville College Honor Code Student Pledge:** As a student of Jacksonville College, I agree to abide by the Honor Code. I will neither lie, steal, cheat, nor tolerate this behavior in others. I will not plagiarize, use unauthorized materials, or give or receive unauthorized help on assignments, papers, or exams whether online or in the classroom. The work that I submit will be my work only and not the work of others. I pledge to report any suspected dishonesty or violation of the Honor Code to the instructor or the Dean of Students. Having read and understood the contents and purpose of this document, my signature indicates my commitment to abide by the Jacksonville College Honor Code.

Student Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
Course Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Technical Support:** If you experience any technical problems with your MOODLE account, Jagmail, or other technology needs, you may send an email to: [help@jacksonville-college.edu](mailto:help@jacksonville-college.edu)

**Students with Disabilities 504:** Accommodations Statement Jacksonville College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. This compliance is pertaining to the provision of reasonable accommodations for students with a disability. In accordance with Section 504 and ADA guidelines, Jacksonville College strives to provide reasonable accommodations to students who request and require them. The Federal regulations that deal with implementing Section 504 and the ADA establish that reasonable and appropriate academic accommodations must be provided to students with disabilities to allow equal access to educational opportunities. While providing accommodation, however, institutions of higher education are not required to lower academic standards or compromise the integrity of the school, department, or program. The Office of Disability Services recommends accommodations for students with disabilities in compliance with these Federal and State mandates. If you believe that you have a disability requiring accommodations, please contact the Office of Disability Services ( [counselor.504@jacksonville-college.edu](mailto:counselor.504@jacksonville-college.edu) ; 903-586-2518 ext