Texas A&M University - Corpus Christi  
College of Business  
Course Syllabus. Spring 2012

Course Number: MISY 2305.001  
Course Name: Computer Applications in Business  
Course Location: OCNR 131  
Class Time: MWF 9:00-9:50 a.m.  
Instructor: Dr. James K. Fugate  
Office Phone: 825-2378  
E-mail: james.fugate@tamucc.edu  
Office: OCNR 314  
Office Hrs: MWF 10:00-11:00 a.m.; MW 12:00-1:00 p.m.; TR 12:15-1:15 p.m.  
Text Book: None  
Prerequisites: None

Course Description: This course is a survey of modern business software and emphasizes practical problem solving in a business setting.

Projects: Twelve projects are assigned. Projects must be turned in at the beginning of class. The rationale for this is that if the projects are turned in at the end of class many students will be working on projects rather learning the new material. Projects may be turned in early.

Of the twelve projects assigned, only the scores of the best ten will count toward the semester grade. If two of the twelve projects are not turned in, the grade will be unaffected since the two resulting zeros will be dropped. The rationale for this policy is that occasionally a student is not able to turn in a project for reasons beyond their control. This policy makes it unnecessary to allow students to turn projects in late. In fact, projects will not be accepted late for any reason. This does not mean “Any reason except for my reason.” If in spite of this clearly stated policy, a student who asks to turn in a project late anyway, will have both their communication and cooperation scores sharply lowered. (See below.)

Performance Evaluation and Grading
Your final grade will be based on your accumulation of points as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class professionalism</td>
<td>150</td>
</tr>
<tr>
<td>Exam # 1</td>
<td>200</td>
</tr>
<tr>
<td>Exam # 2</td>
<td>200</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200</td>
</tr>
<tr>
<td>Projects</td>
<td>250</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

To make an A you must accumulate at least 90% of these points (900 out of 1000), to make a B at least 80% (800 out of 1000) etc.
Class Professionalism:
Participation / Communication / Cooperation / Punctuality / Honesty: Fifteen percent of your class grade will be determined by class professionalism. Each of the five categories below is worth three percent of the semester grade.

Participation: Asking questions in class, paying attention, and making helpful comments all count positively. Making comments about how the class might be taught more effectively counts positively. Talking in class, surfing the internet, disturbing other students, putting your head on the desk, all count negatively.

Communication: The class only runs smoothly if the students listen carefully to procedures for picking up, dropping off, renaming, and working with homework projects. After the first few weeks, not understanding these procedures counts negatively. Asking to turn a project in late counts very heavily in the negative.

Cooperation: Not following directions in class or asking to turn a project in late counts negatively.

Punctuality: Students arriving late to class are required to tell the instructor, after class, why they were late. No student is allowed to leave class early unless they tell the instructor before class the reason they must leave early. Late arrivals and early departures will reduce the class professionalism score.

Honesty: Copying the work of another student is not allowed in any circumstance. The first violation of this rule will cause the student to lose all 150 points of the class professionalism score as well as all of the points associated with the copied project. The second violation will lead to involuntary withdrawal from the course. The projects have built in mechanism that makes it easy to spot copied projects and to prove that the project was copied.

Academic Integrity/Plagiarism:

University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test be up to the professor.

Dropping a Class:

I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. March 30, 2012 is the last day to drop a class with an automatic grade of “W” this term.
Classroom/Professional Behavior:

Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

Grade Appeals:

As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at http://www.tamucc.edu/provost/university_rules/index.html. For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

Disabilities Accommodations:

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 disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Driftwood 101.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.