Course Number: MISY 2305.002  
Course Name: Computer Applications in Business  
Instructor: Dr. James K. Fugate  
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Office Hrs: MW 10:30 AM-12:00 PM, TR 12:30-2 PM, MW 6:30-7 PM  
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.