MISY 2305
COMPUTER APPLICATIONS IN BUSINESS
FALL 2012

Section 001 – 3:30pm - 4:45pm – MW – OCNR 241

INSTRUCTOR: Robert Cutshall, Ph.D. OFFICE HOURS: 12:50pm – 1:50pm – M & W
OFFICE: 347 OCNR 1:00pm – 4:00pm – T
OFFICE PHONE: 825-2665 5:50pm – 6:50pm – T
e-mail: robert.cutshall@tamucc.edu (and by appointment)

COURSE DESCRIPTION:
Survey of modern business computer software and applications. Opportunities to create and to use existing application software to solve various management information technology oriented problems. Emphasizes the end-user’s perspective and interactions with management information technology.

COURSE PREREQUISITES:
NONE

REQUIRED/OPTIONAL TEXTS:


COMPUTER SKILLS:
Students should be familiar with the basic operation of a PC running the Windows operating system. Time will not permit us to cover these skills in class; therefore, those students who do not feel comfortable with their basic PC skills should make arrangements for additional assistance outside of class.

COURSE POLICIES:
Fifteen (15) percent of your class grade will be determined by following these course policies. (150 points out of 1000 points)

Communication and E-mail Communication
All e-mail communication should contain the course MISY 2305 in the subject line.

The class only runs smoothly if the students listen carefully to procedures for picking up, dropping off, renaming, and working with homework projects. If, after the first few weeks, students still do not understand these procedures, they must seek help during office hours or their course polices grade will be lowered.

Attendance and Participation
In order to achieve the objectives of this course, students are expected to attend all classes. Students are encouraged to participate in the class as much as possible. Asking questions in class, paying attention, and making helpful comments all count positively toward the student’s course policies grade. Talking in class, surfing the Internet, disturbing other students, playing games, all count heavily against your course policies grade. Attendance may be checked from time to time. Any suggestions on how to improve the course are always welcome.
**Punctuality**
Frequently arriving late to class, frequently missing class, or leaving class early without explaining the need to do so will count heavily against the student’s course policies grade.

**Honesty**
Copying the work of others is not allowed for any reason whatsoever. The first violation of this rule will cause the student to lose all 150 course policies points. The second violation will lead to a final course grade of zero ‘0’. The projects have built in mechanisms that make it easy to spot copied projects.

**Cell Phone/Electronic Device Usage**
Cell Phone/Electronic Device usage is not allowed in the class without prior consent from the instructor.

**MAJOR FIELD TEST:**

The Major Field Test (MFT) is required for all students pursuing the Bachelor of Business Administration degree and will be administered in the MGMT 4388 course, “Administrative Policy and Strategy”. To prepare for this test, business majors are advised to retain their class notes, textbooks and other relevant materials from this class and the other business core courses. Students will enroll in BUSI 0088 “MFT Review” (concurrently with MGMT 4388) during their final semester; this online course should fine-tune their readiness for the MFT by encouraging them to complete the online MFT review materials and required quizzes available on the course Blackboard learning modules.

**COURSE OBJECTIVES:**

By the end of the course, the student should have the following skills:
1. Develop basic skills involving file management: finding files; renaming, copying and deleting files; opening and closing files within appropriate applications.
2. Understanding basic spreadsheet operations: entering data and formulas; formatting and setting widths and heights for rows and columns; copying and moving blocks of data.
3. Expertise in the array of built-in spreadsheet functions: aggregate functions Sum, Average, Max, etc.; financial functions, FV, PV, PMT.
4. A clear understanding of the use and syntax of the IF function and the Vlookup function.
5. An understanding of financial models like amortization tables.
6. The ability to “nest” functions to accomplish more sophisticated goals.
7. An understanding of the Date/Time data type.

**RELATIONSHIP TO OTHER COURSE WORK:**

Although there are no prerequisites for MISY 2305, familiarity with financial statements is helpful when students are learning to use Excel. MISY 2305 is relevant to future coursework in that is provides students with computer skill they can employ in other business classes.

**INSTRUCTIONAL METHODOLOGY:**

Lecture and hands-on use of computers in the classroom.

**EXAMS:**

Your performance will be evaluated on three examinations and a comprehensive exam three. The exam formats will generally be worksheets in Excel similar to the projects. The exams will be completed during class time using Excel and will be submitted electronically by the end of that day’s class. You should KEEP all of your graded exam forms until the final grades have been posted.

**MAKEUP EXAMS:**

Exams are not to be missed for the convenience of the student. You are expected to schedule other activities around the class exam dates. If a major exam is missed due to an excused absence, a make-up exam will be administered at a time and place agreed upon by the student and instructor. In general, make-up exams will be administered within one week of the date of the original exam. Any exam or class activity missed without a pre-approved excuse will be assigned a grade of ZERO.
PROJECTS:

Twelve projects will be assigned. The project 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 than learning the new material. If a student comes to class late, they must turn in the project as soon as they walk-in. Projects may be turned in early. Of the twelve projects the lowest two project scores will be dropped. If a project is not turned in then the resulting zero score will be dropped. Up to two projects can be missed without negatively affecting the class grade.

Since two projects can be dropped, projects may not be turned in late for any reason. LATE WORK WILL NOT BE ACCEPTED! NO EXCEPTIONS!

Equipment: Having and using a flash drive to store projects is required for this class. E-mail attachments cannot be used to manage projects.

GRADING:

Your final grade in this course will be based on your performance on three exams, assigned projects, AND class professionalism. PERCENTAGES ARE NOT USED IN GRADING IN THIS COURSE. IF YOU WANT A PARTICULAR LETTER GRADE YOU MUST EARN THE MINIMUM NUMBER OF POINTS FOR THAT LETTER GRADE. For example, for a letter grade of “A” you must earn at least 900 points (in other words 899 points IS NOT an “A”, 899 points IS a letter grade of “B”). The distribution of points per assignment and the tentative grading scale are as follows:

<table>
<thead>
<tr>
<th>Assignment</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>Exam 3</td>
<td>200</td>
</tr>
<tr>
<td>Projects</td>
<td>250</td>
</tr>
<tr>
<td><strong>Total points</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

The tentative grading scale is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>900-1000</td>
</tr>
<tr>
<td>B</td>
<td>800-899</td>
</tr>
<tr>
<td>C</td>
<td>700-799</td>
</tr>
<tr>
<td>D</td>
<td>600-699</td>
</tr>
<tr>
<td>F</td>
<td>below 600</td>
</tr>
</tbody>
</table>

TECHNOLOGY APPLICATIONS:

MISY 2305 requires that students learn to use two popular software packages in a network environment.

ORAL AND WRITTEN COMMUNICATION CONTENT:

There are no formal oral communication requirements. Written communication requirements may be included on the three exams in the form of discussion questions

ETHICAL PERSPECTIVE:

Decentralized decision-making in a market price system is emphasized. Outcomes of decentralized decisions are examined at the micro and macro levels of the economy. Class discussions are encouraged so that different perspectives may be openly examined. Positive (“what was done”) rather than normative (“what should have been done”) is generally the approach used in microeconomics since a competitive market decision is usually considered a desired outcome. The assumption is that people tend to make decisions that they consider to be in their self-interest. Using incentives to encourage people’s decisions toward desired outcomes may accommodate the firm or society’s interest.

The impact of information systems have had and are continuing to have in business are discussed. This impact involves such things as corporate strategy, privacy of data, security of data, computer crime, and computer ethics.

GLOBAL PERSPECTIVES:
Students complete exercises in locating and using information from the World Wide Web that span the globe.

DEMOGRAPHIC DIVERSITY PERSPECTIVES:

There is much opportunity to compare and discuss demographic diversity in the course. Input markets are especially important regarding the diversity of labor. Examples of computer and software accessibility with respect to varying demographic groups will be discussed.

POLITICAL, SOCIAL, LEGAL, REGULATORY, AND ENVIRONMENTAL PERSPECTIVES:

Business computer issues such as: computer viruses, privacy of data, pirating software, and copyright laws (especially related to Web page development) are presented and discussed.

ATTENDANCE POLICY:

Regular and punctual attendance for the full period of each class is expected. Unexcused absences may adversely affect your grade. Attendance of all classes is expected and attendance will be checked from time to time. Should you miss a class, you are responsible for all material covered, including announcements and handouts. Any suggestions you have on how to provide the class a better learning experience are always welcome.

COB CODE OF ETHICS:

This course, and all other courses offered by the College of Business (COB), requires all of its students to abide by the COB Student Code of Ethics (available online at www.cob.tamucc.edu). Provisions and stipulations in the code are applicable to all students taking College of Business courses regardless of whether or not they are pursuing a degree awarded by the COB. Any and all violations of the COB Code of Ethics WILL result in an incident report being filed with the COB Dean and the VP of Student Affairs. In addition, a grade of zero (0) for the assignment will be recoded and/or a grade of zero (0) for the ENTIRE ORMS 3310 course will be recorded. NO EXCEPTIONS!

AMERICANS WITH DISABILITIES ACT COMPLIANCE:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statue 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 contact the Disability Services Office at 361.825.5816 or visit the office 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.

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.
INSTRUCTOR STATEMENT:

It is my intention to devote the time, effort, and resources to properly instruct each student, and the class as a whole, in the course subject matter and industrial applications in general. I encourage you to devote the time and effort necessary to succeed in this course. The material in this course is cumulative. Hence, you should strive to keep up with the material and not fall behind.

I encourage you to attend class and participate in all aspects of the learning process.

Best wishes for your success in the class.

GENERAL COMMENTS:

1. Doing the assignments is essential to succeeding in this course. You are encouraged to keep up with the assignments and turn them in on time.
2. You should not hesitate to ask questions in class. Usually someone else has the same question, so, by asking in class everyone can benefit from the question.
3. You should not hesitate contact me outside of class if you need more assistance in learning the material.
STATEMENT OF UNDERSTANDING OF THE REQUIREMENTS OF MISY 2305.001

I have read the above syllabus and agree to abide by the class policies and procedures set forth therein.

I understand that I must earn at least the minimum required number of points listed in the syllabus to achieve my desired letter grade.

I understand that I must inform the instructor ahead of time and provide written documentation if I have to miss a scheduled exam for university related business.

I also understand that if I must miss a scheduled exam due to a university excused absence, the final exam grade will be counted twice to cover the missed exam.

I also understand that if I miss a scheduled exam due to an unexcused absence, I will receive a grade of ZERO (0) on that exam.

I understand that I am solely responsible for my own work in this course (In other words, I will not turn-in someone else’s work as my own). Turning in some else’s work as my own may result in a grade of ZERO (0) for the entire MISY 2305 course.

I understand that academic dishonesty will not be tolerated in this course.

I understand that I am responsible for asking for any necessary clarification to the requirements listed in the course syllabus.

I understand ALL of the other written requirements in this syllabus for this course that have not been reiterated on this page.

I understand that I must sign/date this page and return this page to the instructor within seven (7) days of receipt of the syllabus.

Signed this the ________ day of ______________, 2012.

Print your name: _______________________________________

Signature: ________________________________