Class Syllabus

Course: Misy 2305. Computer applications for business

Teacher: James K. Fugate

Office Hours: 11-12 AM Monday, Wednesday, Friday. Further times are available by request.

Content: This course will emphasize the use of Excel for the purposes of an undergraduate degree in business. In addition to learning how to use Excel, the course will introduce topics in financial calculations, elementary statistics, and operations research.

Text Book: No text book required. However, you must have a thumb (flash) drive for the purposes of this course.

Grading: There are fifteen projects throughout this semester. Projects 5, 10 and 15 are tests, and are worth 250 points each. The remaining twelve projects are simply homework and are worth 25 points each. However, the lowest two homework grades will be dropped, leaving a total of 250 points for homework projects. This gives a total of 1000 points. To earn an “A” in the class it is necessary to get 900 points. A “B” is 800 points, etc. Since two of the twelve homework projects are going to be dropped, if a homework is not turned in, no harm done. Another consequence of this policy is that homework cannot be turned in late for any reason.

Schedule: As is suggested by the numbering of the projects, the three tests are given after the completion of the four preceding projects. Project 15 will be given during the final period, but is not cumulative, and is no more important pointwise than the other two tests. Projects will be handed out on Mondays, and will be due the next Monday, unless holidays interfere. To repeat homework cannot be turned in late for any reason.