MISY 2305 Computer Applications in Business
Section 003; Classroom: OCNR-241, Tuesday 7:00-9:30 PM; Spring 2017

Instructor: Dr. Xiaolin Lin
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Email: xiaolin.lin@tamucc.edu
Office Hours: Monday & Wednesday 1:00-3:00pm or by appointment
Course Website: Blackboard (bb9.tamucc.edu)

Course Description
Survey of modern business computer software and applications. Opportunities to create programs 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.

Learning Objectives
Upon completion of this course, students should:
- be familiar with basic concepts of working with a computer and other related devices
- understand the fundamentals of Excel and Access
- gain an experience on organizing and manipulating data using Excel and Access

Recommended Readings/Skills:

Textbook:

Software, Hardware, and Operating System:
3. At least one Flash Drive with at least 2 GB storage space.

Computer Skills: Students should be familiar with the basic operation of a PC running the Windows operation 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.

Instructional Methodology:
This is a hands-on course with an emphasis on hands-on use of computers in the classroom. In the classroom, lecture and in-class practice will be conducted.

Major Course Requirements
In this course, there are a total of eight assignments (the lowest score will be dropped), two exams (Excel Exam and Access Exam), and other activities. See the table below!

**Grades of this course**

<table>
<thead>
<tr>
<th>Topics</th>
<th>Description</th>
<th>Score</th>
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</thead>
</table>
| Assignment| 4 Excel Assignments  
             | 4 Access Assignments  
             | (20 each, the highest 7 assignments will be counted) | 140   |
| Examination| Excel Exam  
             | Access Exam | 100   |
| Other     | Attendance and Participation | 10    |
| **Total** |                                                               | **350** |

A letter grade will be based on the following percentages:
A: 90-100%; B: 80-89%; C: 70-79%; D: 60-69%; F: 0-59%.

Notes: I may consider giving you one upper letter grade based on your attendance and class participation **ONLY** if you are equal or less than 2% off that upper letter grade. To be given further considerations, you must: 1) have turned in all the eight assignments; or 2) have turned in at least 7 assignments and one of the exams must be in that upper grade. Consideration will **NOT** be given if you are more than 2% off that upper grade.

**Course Policies**

**E-mail Communication**
All email communications should contain the word Misy2305 in the subject.

**Assignment:** Clear guidelines on assignments will be given in due course via the Blackboard. Students are responsible to check the class website for updated information on assignments and examinations. All the assignments must be submitted on Blackboard. Late assignments are **NOT** accepted. **Grade appeals about assignments must be made via email within one week when grades are posted!** I am **NOT** going to discuss any concerns about grades in class. You must send me an email and express your concerns about the grades. I will further review your assignment and get back to you. If necessary, further meetings may be scheduled.

**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. Attendances might be checked from time to time. **The degree of participation will also be taken into consideration when your final grade is determined.** Any suggestions on how to improve the course are always welcome.

**Late work and Make-up Exams**
If you miss a class, it is your responsibility to check with your colleagues as to what was covered in the class. Students are responsible to check the class website for updated information on assignments and examinations. Students are allowed and encouraged to turn in assignment earlier. **No late assignment will be accepted for any reasons.** In addition, **no make-up exams will be given without prior consent from the instructor.** In case if there is a need for a make-up exam, in order to be fair to all students and to protect the integrity of the exam, the make-up exam must be (1) as close to the exam time as possible and (2) **BEFORE** the scheduled exam time.
Extra Credit
Students should perform at their best effort throughout the semester. Extra credit (potential 10 points) may be provided in this course in different ways. They will be announced in due course. In some cases, extra points may be given to attendance and/or in-class practice without prior announcement.

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

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.) Any directly quoted information included in written assignments that is taken from textbooks, supplemental materials, or other published sources must include proper citations and source information. In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in getting an “F” for the class.

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. Check the university calendar for 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.

Statement of Civility
Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

Code of Ethics
This course as all other ones offered by the College of Business is covered 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.

Grade Appeals*
As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, 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 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 Corpus Christi Hall 116.

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.

*Required by SACS

Statement of Academic Continuity
In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

Course Outline and Tentative Schedules

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics</th>
<th>Assignment</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tue 24-Jan</td>
<td>Understanding the Course Lesson 1 – Creating a Worksheet &amp; a Chart</td>
<td></td>
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<tr>
<td>2</td>
<td>Tue 31-Jan</td>
<td>Lesson 2 – Formulas, Functions, and Formatting</td>
<td>Assignment 1</td>
<td>2/6</td>
</tr>
<tr>
<td>3</td>
<td>Tue 7-Feb</td>
<td>Lesson 3 – Working with Large Worksheets, Charting, and What-If Analysis</td>
<td>Assignment 2</td>
<td>2/13</td>
</tr>
<tr>
<td>4</td>
<td>Tue 14-Feb</td>
<td>Lesson 4 – Financial Functions, Data Tables, and Amortization Schedules</td>
<td>Assignment 3</td>
<td>2/20</td>
</tr>
<tr>
<td>5</td>
<td>Tue 21-Feb</td>
<td>Lesson 5 – Creating, Sorting, and Querying a Table</td>
<td>Assignment 4</td>
<td>2/27</td>
</tr>
<tr>
<td>6</td>
<td>Tue 28-Feb</td>
<td>Lesson 6 – Working with Multiple Worksheets and Workbooks Excel Exam Review</td>
<td></td>
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<tr>
<td>7</td>
<td>Tue 7-Mar</td>
<td>Excel Exam</td>
<td></td>
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<tr>
<td>8</td>
<td>Tue 14-Mar</td>
<td>Spring Break (March 13-17) – No Class</td>
<td></td>
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<tr>
<td>9</td>
<td>Tue 21-Mar</td>
<td>Lesson 1 – Introduction to Access – Creating Tables</td>
<td>Assignment 5</td>
<td>3/27</td>
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<tr>
<td>10</td>
<td>Tue 28-Mar</td>
<td>Lesson 2 – Creating Queries</td>
<td>Assignment 6</td>
<td>4/3</td>
</tr>
<tr>
<td>11</td>
<td>Tue 4-Apr</td>
<td>Lesson 3 – Maintaining Databases</td>
<td>Assignment 7</td>
<td>4/10</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Lesson</td>
<td>Additional Information</td>
<td>Assignment</td>
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<tr>
<td>12</td>
<td>Tue</td>
<td>11-Apr</td>
<td>Lesson 4 – Creating Reports</td>
<td>Assignment 8</td>
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<tr>
<td>13</td>
<td>Tue</td>
<td>18-Apr</td>
<td>Lesson 5 – Creating Forms</td>
<td></td>
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<tr>
<td>14</td>
<td>Tue</td>
<td>25-Apr</td>
<td>Lesson 6 – Macros, and Navigation Forms</td>
<td>Access Exam Review</td>
</tr>
<tr>
<td>15</td>
<td>Tue</td>
<td>2-May</td>
<td>Access Exam</td>
<td></td>
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<tr>
<td>16</td>
<td></td>
<td></td>
<td>No Comprehensive Final Exam</td>
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