Course number: MISY 2305_003
Semester: Fall 2017
Office Telephone: 361-825-2756

Instructor: Dr. Xiaolin Lin
Office: OCNR 355
Email: xiaolin.lin@tamucc.edu

Course Description:
Survey of modern business computer hardware, software, and applications. Opportunities to create programs and 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:
Although there are no prerequisites for MISY 2305, familiarity with financial statements is helpful when students are learning to use Excel.

Learning Objectives:
By the end of this course, the students will be able to:
- be familiar with basic concepts of working with a computer and other related devices (BBA Goal 2, Objective 1)
- understand the fundamentals of Excel and Access (BBA Goal 2, Objective 1)
- gain an experience on organizing and manipulating data using Excel and Access (BBA Goal 2, Objectives 1, 2, and 3)

Required/Recommended Materials:


Websites Used: Blackboard https://bb9.tamucc.edu/

Instructional Methodology:
In addition to lectures, the class will be interactive. A variety of learning methodologies will be used.

Course Policies:
Student performance will be evaluated on the basis of 2 exams, 7 assignments, and class attendance. The material covered on examinations may include scheduled material from the text, class lecture and activities, including assignments and class presentations.
The following is the weight distribution of coursework for determining the overall course average:

<table>
<thead>
<tr>
<th>Points of Course Components Used for Calculating Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>140</td>
</tr>
<tr>
<td>Excel Exam</td>
<td>100</td>
</tr>
<tr>
<td>Access Exam</td>
<td>100</td>
</tr>
<tr>
<td>Class attendance</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>350</td>
</tr>
</tbody>
</table>

**Grading:**
A 90% or above  
B 80 - 89.99%  
C 70 - 79.99%  
D 60 - 69.99%  
F below 60%

**Late Work**
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. It is highly recommended that students stay ahead of the recommended study. Please note that NO LATE ASSIGNMENT will be accepted for any reasons.

**Make-up Exams**
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.

**Assignment**
There is a total of 8 assignments in this course (4 Excel Assignments and 4 Access Assignments; 20 points/each, the highest 7 assignments will be counted). Clear guidelines on assignments will be given in due course via the Blackboard. All the assignments must be submitted on Blackboard. 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**
Attendance is very important for understanding the course materials and assignment/exam performance. In order to achieve the objectives of this course, students are expected to attend all classes and finish all in-class hands-on activities which are tied to assignments and exams. Attendances might be checked from time to time (but not every single class). If you have no more than one absence during the entire semester, you will receive full attendance grade. However, for each additional absence, your attendance grade will be deducted by 1 points till your attendance grades drops to zero. Further, if you miss a class, it is your responsibility to check with your colleagues as to what was covered in the class, and you would have to catch up before the next class, otherwise, you would fall behind (this especially applies to Access part, every class is based on the prior class). Any suggestions on how to improve the course are always welcome.
**Extra Credit**
Students should perform at their best effort throughout the semester. To encourage student learning and help improve their grades, extra credit (potential 10 points, subject to change) will be provided in this course in different ways (they may or may not be announced in advance). In some cases, extra points may be given to attendance and/or in-class practice without prior announcement. That means that you would probably miss opportunities for extra credits if you miss a class, as students are NOT allowed to make up extra credits tasks.

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

**Preferred methods of scholarly citations** – APA style is the only accepted method used for citations and referencing during this class. All work should be paraphrased rather than copied directly. Material used from sources other than the text should use APA style citations and references.

**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 will result in a zero the first time and failing the course for any additional offence.

**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. November 15 (Wednesday) 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 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 Dean’s office in the college in which the course is taught or the Office of the Provost.

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.

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.

Major Field Test (MFT)
This course has been identified as critical to student mastery of the content covered by the Major Field Test (MFT). The MFT is required for all students pursuing the Bachelor of Business Administration degree. Students register for the MFT in BUSI0088, Major Field Test in Business. To prepare for this test, business majors are advised to retain their class notes, textbooks, and other relevant materials from their business core courses in the areas referenced below. Completion of all College of Business core courses except MGMT 4388 is required. BUSI 0088 is CR/NC.

As an integral part of the College of Business’ Assurance of Learning program, the Major Field Test (MFT) is a nationally-normed, standardized multiple-choice test developed by the Educational Testing Service and administered to senior-level business students at many AACSB International accredited institutions in the United States. It is designed to measure students’ academic achievement through demonstration of their basic knowledge and understanding of key concepts, theories, and analytical methods in the functional areas of business. This test covers the areas of accounting, economics, finance, international issues, legal and social environment of business, management, marketing, quantitative business analysis, and information systems.
## Schedule (any changes will be announced in Blackboard)

<table>
<thead>
<tr>
<th>Week</th>
<th>Start Date</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mon 28-Aug</td>
<td>Understanding the Course&lt;br&gt;Lesson 1 – Creating a Worksheet &amp; a Chart</td>
</tr>
<tr>
<td>2</td>
<td>Mon 4-Sep</td>
<td>Lesson 2 – Formulas, Functions, and Formatting&lt;br&gt;Assignment 1</td>
</tr>
<tr>
<td>3</td>
<td>Mon 11-Sep</td>
<td>Lesson 3 – Working with Large Worksheets, Charting, and What-If Analysis&lt;br&gt;Assignment 2</td>
</tr>
<tr>
<td>4</td>
<td>Mon 18-Sep</td>
<td>Lesson 4 – Financial Functions, Data Tables, and Amortization Schedules&lt;br&gt;(Tuesday &amp; Thursday, classroom)&lt;br&gt;Assignment 3</td>
</tr>
<tr>
<td>5</td>
<td>Mon 25-Sep</td>
<td>Lesson 5 – Creating, Sorting, and Querying a Table&lt;br&gt;(Tuesday &amp; Thursday, classroom)&lt;br&gt;Assignment 4</td>
</tr>
<tr>
<td>6</td>
<td>Mon 2-Oct</td>
<td>Lesson 6 – Working with Multiple Worksheets and Workbooks&lt;br&gt;Excel Exam Review</td>
</tr>
<tr>
<td>7</td>
<td>Mon 9-Oct</td>
<td>Excel Exam Part 1 &amp; 2&lt;br&gt;(Tuesday &amp; Thursday, classroom)</td>
</tr>
<tr>
<td>8</td>
<td>Mon 16-Oct</td>
<td>Lesson 1 – Introduction to Access&lt;br&gt;Creating Tables&lt;br&gt;Assignment 5</td>
</tr>
<tr>
<td>9</td>
<td>Mon 23-Oct</td>
<td>Lesson 2 – Creating Queries&lt;br&gt;(Tuesday, classroom)&lt;br&gt;Assignment 6</td>
</tr>
<tr>
<td>10</td>
<td>Mon 30-Oct</td>
<td>Lesson 3 – Maintaining Databases&lt;br&gt;Assignment 7</td>
</tr>
<tr>
<td>11</td>
<td>Mon 6-Nov</td>
<td>Lesson 4 – Creating Reports&lt;br&gt;Assignment 7</td>
</tr>
<tr>
<td>12</td>
<td>Mon 13-Nov</td>
<td>Lesson 5 – Creating Forms&lt;br&gt;(Tuesday, classroom)</td>
</tr>
<tr>
<td>13</td>
<td>Mon 20-Nov</td>
<td>Thanksgiving Holidays</td>
</tr>
<tr>
<td>14</td>
<td>Mon 27-Nov</td>
<td>Lesson 6 – Macros, and Navigation Forms&lt;br&gt;Access Exam Review&lt;br&gt;Access Exam Part 1&lt;br&gt;(Thursday, classroom)</td>
</tr>
<tr>
<td>15</td>
<td>Mon 4-Dec</td>
<td>Access Exam Part 2&lt;br&gt;(Tuesday, classroom)</td>
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<tr>
<td></td>
<td></td>
<td>No Comprehensive Final Exam</td>
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