Computer Applications in Business

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

Major Course Requirements

Assignment: Clear guidelines on assignments and project will be given in due course via the Blackboard. Students are responsible to check the class website for updated information on assignments and examinations.

Examination and Grading:

<table>
<thead>
<tr>
<th>Topics</th>
<th>Description</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Assignments:</td>
<td>4 Excel Projects</td>
<td>140</td>
</tr>
<tr>
<td></td>
<td>4 Access Projects</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(20 each, the highest 7 assignment will be counted)</td>
<td></td>
</tr>
<tr>
<td>Examination</td>
<td>Midterm Examination</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Final Examination</td>
<td>100</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>340</td>
</tr>
</tbody>
</table>

Tentatively, your grade will be determined on the basis of the following percentages:

<table>
<thead>
<tr>
<th>Grade</th>
<th>% of Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% and up</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69%</td>
</tr>
<tr>
<td>F</td>
<td>Lower than 60%</td>
</tr>
</tbody>
</table>
Required or Recommended Readings/Skills

**Textbook:**


**Software, Hardware, and Operating System:**

1. Microsoft Excel and Microsoft Access, *Office 365 or Office 2016.*
2. A computer with a Windows Operating System*

*Excel for Mac will have a different menu layout making it hard to follow along.

Access does not run on the Mac OS!

**Website:** http://bb9.tamucc.edu

**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.

**Course Policies**

**E-mail Communication**

I prefer e-mail communication to stay within Blackboard.

**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. Any suggestions on how to improve the course are always welcome.

**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 so **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.

**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.) 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. November 9 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.

**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 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.

*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>Date</th>
<th>Topics</th>
<th>Assignment</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>16-Jan (W)</td>
<td>Excel Chapter 1 – Creating a Worksheet &amp; a Chart</td>
<td></td>
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<tr>
<td>23-Jan (W)</td>
<td>Excel Chapter 2 – Formulas, Functions, and Formatting</td>
<td></td>
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<tr>
<td>30-Jan (W)</td>
<td>Excel Chapter 3 – Working with Large Worksheets, Charting, and What-If Analysis</td>
<td>Assignment 1</td>
<td>1/30</td>
</tr>
<tr>
<td>6-Feb (W)</td>
<td>Excel Chapter 4 – Financial Functions, Data Tables, and Amortization Schedules</td>
<td>Assignment 2</td>
<td>2/6</td>
</tr>
<tr>
<td>13-Feb (W)</td>
<td>Excel Chapter 6 – Creating, Sorting, and Querying a Table</td>
<td>Assignment 3</td>
<td>2/13</td>
</tr>
<tr>
<td>20-Feb (W)</td>
<td>Excel Chapter 5 – Working with Multiple Worksheets and Workbooks</td>
<td>Assignment 4</td>
<td>2/20</td>
</tr>
<tr>
<td>27-Feb (W)</td>
<td><strong>Midterm Exam, 8:15 – 9:30 p.m. OCNR 241</strong></td>
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<tr>
<td>6-Mar (W)</td>
<td>Access Chapter 1 – Database &amp; Database Objects: Introduction</td>
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<td>13-Mar (W)</td>
<td>Spring Break</td>
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<tr>
<td>20-Mar (W)</td>
<td>Access Chapter 2 – Querying a Database Access</td>
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<tr>
<td>27-Mar (W)</td>
<td>Chapter 3 – Maintaining a Database</td>
<td>Assignment 5</td>
<td>3/27</td>
</tr>
<tr>
<td>3-Apr (W)</td>
<td>Access Chapter 4 – Creating Reports and Forms</td>
<td></td>
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<tr>
<td>10-Apr (W)</td>
<td>Access Chapter 5 – Multiple-Table Forms</td>
<td>Assignment 6</td>
<td>4/10</td>
</tr>
<tr>
<td>17-Apr (W)</td>
<td>Access Chapter 6 – Advanced Report Techniques</td>
<td></td>
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<tr>
<td>24-Apr (W)</td>
<td>Access Chapter 7 – Advanced Form Techniques</td>
<td>Assignment 7</td>
<td>4/24</td>
</tr>
<tr>
<td>1-May (W)</td>
<td>Access Chapter 8 – Macros, Navigation forms and Control Layouts</td>
<td>Assignment 8</td>
<td>5/1</td>
</tr>
<tr>
<td>8-May (W)</td>
<td><strong>Final Exam:</strong></td>
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