



APPLICATIONS SOFTWARE



Course Syllabus

Course No:	BA 146	Instructor:	Prof. Leonid Romanyuk
Semester:	Fall 2009	Phone:	(510) 628-8024
Units:	3	E-mail:	lromanyuk@lincolnuca.edu
Class hours:	Tuesday 12:30 pm – 3:15 pm	Office Hours:	MTW 11:50-12:25
Class Room:	404	Office Room:	402

COURSE DESCRIPTION:

A survey of the advanced techniques in the use of business software. The course teaches how to effectively and efficiently solve real-world problems at the business operational level using prepackaged software. It is meant to extend the student's basic knowledge of the Microsoft Office application suite (Word, Access, Excel, PowerPoint, and Outlook), and introduce students to the use of Internet-based and specialized applications. Microsoft Project, Intuit QuickBooks, Peachtree Accounting and Financial software can be discussed. (3 units) Prerequisite: CS 10.

LEARNING OBJECTIVES:

The students will learn how to use prepackaged business software to solve real-world problems. The focus will be on business cases that require students to analyze a problem, examine alternative solutions, and implement a solution using software. The skills learned will include building a mailing list Form Letter in Word using various sources for data, performing decision support tasks using basic and advanced Excel functionality, Excel Scenario Manager, and Excel Solver, building an Access database using data entry forms and a set of reports, building a PowerPoint presentation, and using Office Collaboration Tools. The students will also learn how to design and create Web sites.

INSTRUCTIONAL METHODS:

Lecture method is used in combination with the practical use of business software and the Internet to solve application problems. The emphasis will be on learning by doing. Every student must participate in an intensive classroom activity. Reading, writing, "business case study", and project assignments will be made throughout the course

REQUIREMENTS:

All students are required to attend the class. Continuous assessment is emphasized. Written or oral quizzes will be given every week. Students must complete all assignments and take all quizzes, mid-term exam and final exam ON THE DATES DUE. Talking in class, using cell phones, coming late, leaving the room at times other than at break time is not allowed. Plagiarism/cheating will result in the grade "F" and a report to the administration.

REQUIRED MATERIALS:

TEXTBOOK: Microsoft Office 2003: Advanced Concepts and Techniques, 1st Edition, by Gary Shelly, Thomas Cashman, Misty Vermaat, Course Technology, 2004, ISBN-10: 0619200251.

OR: Microsoft Office 2007: Advanced Concepts and Techniques, 1st Edition, by Gary Shelly, Thomas Cashman, Misty Vermaat, Course Technology, 2007, ISBN-10: 1418843326.

TOOLS: Microsoft Office 2003 or 2007 and the Internet resources.
A scientific or graphical calculator.

OPTIONAL: Publisher's Web site student resources at <http://www.cengage.com>.

TESTING:

Classroom activities	every week	10%
Quizzes	every week	10%
Assignments and Projects	every week	30%
Mid-term exam	10/20/09	20%
Final exam	as scheduled	30%

There will be no make-up for a missed quiz or participation in a classroom activity. No make-up exams will be given unless you have the instructor's **prior** approval obtained in person **before** the exam date, with the exception of an extreme emergency. Late assignments will get no credit or reduced credit. *Students will not be allowed to use computers or cellular phones during tests.*

GRADING:

Less than 60% total is an "F"; 75% total is "C+". Other grades will be calculated "on the curve" from the scores above.

COURSE SCHEDULE:

Weekly schedule of topics is attached. Students should work through every chapter of the textbook and do all "**In the Lab**" assignments at the end of the chapter. Test your knowledge of every chapter content and key terms using "Learn it Online" exercises at <http://www.scsite.com/off2003/>. Be ready to answer in writing questions about chapter content and key terms.

ASSIGNMENTS AND PROJECTS:

Case studies, mini projects and other assignments will be given every week. Take a folder and create a Project Notebook. You will put in this folder printouts of the results of all your assignments and projects and storage media (floppy disk / CD disc / DVD disc / USB flash drive) with your work stored on it. The instructor can ask you to turn in this folder and grade your work at any time during the semester.

MODIFICATION OF THE SYLLABUS:

This syllabus was updated on August 25, 2009. The instructor reserves the right to modify this syllabus at any time during the semester. An announcement of any changes will be made in a classroom.

FALL 2009 SCHEDULE OF TOPICS

*Make sure that you test your knowledge of every chapter content and key terms using
“Learn it Online” exercises at <http://www.scsite.com/off2003/>*

Date	Topics	Chapter
8/25/09	4. Creating a Document with a Table, Chart, and Watermark	Word 2003
9/01/09	5. Generating Form Letters, Mailing Labels, and Directories	Word 2003
9/08/09	6. Creating a Professional Newsletter Collaboration Feature: Using Word’s Collaboration Tools	Word 2003
9/15/09	4. Financial Functions, Data Tables, Amortization Schedules, and Hyperlinks	Excel 2003
9/22/09	5. Creating, Sorting, and Querying a List	Excel 2003
9/29/09	6. Creating Templates and Working with Multiple Worksheets and Workbooks Integration Feature: Object Linking and Embedding (OLE) and Web Discussions	Excel 2003
10/06/09	Using Excel Solver	n/a
10/13/09	Review	
	MIDTERM EXAM	
10/20/09	Designing databases.	n/a
10/27/09	4. Reports, Forms, and Combo Boxes	Access 2003
11/03/09	5. Enhancing Forms with OLE Fields, Hyperlinks, and Subforms	Access 2003
11/10/09	6. Switchboards, PivotTables, and PivotCharts Web Feature: Data Access Pages	Access 2003
11/17/09	3. Using Visuals to Enhance a Slide Show	PowerPoint 2003
11/24/09	4. Modifying Visual Elements and Presentation Formats. Collaboration Feature: Delivering Presentations to and Collaborating with Workgroups	PowerPoint 2003
12/01/09	2. Schedule Management Using Outlook. Microsoft Office 2003 Integration Case Studies.	Office 2003 Integration
12/08/09	Review	
12/15/09	COMPREHENSIVE FINAL EXAM	