



APPLICATIONS SOFTWARE



Course Syllabus

Course No:	BA 146	Instructor:	Prof. Leonid Romanyuk
Semester:	Summer 2010	Phone:	(510) 628-8024
Units:	3	E-mail:	lromanyuk@lincolnuca.edu
Class hours:	TTH 12:30 pm – 3:15 pm	Office Hours:	TTH 11:50-12:25
Class Room:	TBA	Office Room:	402

COURSE DESCRIPTION:

A survey of the current available software programs used in business applications. Databases, spreadsheets and word processors are manipulated as well as methods for evaluating the efficacy of specific implementations personal and shared information systems. This course is intended for the non-major with an interest in business data processing. (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.

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

TOOLS: Microsoft Office 2007 or 2010 software and the Internet resources.
A scientific or graphical calculator.

OPTIONAL: Microsoft Office 2007: Introductory Concepts and Techniques, Windows XP Edition, by [Gary B. Shelly](#); [Thomas J. Cashman](#); [Misty E. Vermaat](#), Course Technology; 1st edition, 2007, ISBN-10: 141884327X. 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	4 th week	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 the publisher's website. 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 May 24, 2010. 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.

SUMMER 2010 SCHEDULE OF TOPICS AND LAB ASSIGNMENTS

Make sure that you test your knowledge of every chapter content and key terms using
“Learn it Online” exercises

In every chapter do all “In the Lab” assignments and save them on your USB flash drive

Date	Topics	Chapter
6/08/10	4. Creating a Document with a Title Page, Table, Chart, and Watermark	Word 2007
6/10/10	5. Generating Form Letters, Mailing Labels, and Directories	Word 2007
6/15/10	6. Creating a Professional Newsletter. Integration Feature: Linking an Excel Worksheet and Chart to a Word Document	Word 2007
6/17/10	4. Financial Functions, Data Tables, and Amortization Schedules	Excel 2007
6/22/10	5. Creating, Sorting, and Querying a Table	Excel 2007
6/24/10	6. Creating Templates and Working with Multiple Worksheets and Workbooks. Graphics Feature: Smart Art and Images	Excel 2007
6/29/10	4. Creating Reports and Forms Important: submit the printouts of all your Lab work and a copy of it on a CD disc in class at 12:30 pm	Access 2007
7/01/10	Review MIDTERM EXAM	
7/06/10	5. Multi-Table Forms	Access 2007
7/08/10	6. Using Macros, Switchboards, PivotTables, and PivotCharts. Using SQL.	Access 2007
7/13/10	3. Creating a Presentation with Custom Backgrounds and SmartArt Diagrams	PowerPoint 2007
7/15/10	4. Working with Information Graphics. Collaboration Feature: Collaborating and Delivering Presentations.	PowerPoint 2007
7/20/10	Comprehensive Review Important: submit the printouts of all your Lab work and a copy of it on a CD disc in class at 12:30 pm	
7/22/10	COMPREHENSIVE FINAL EXAM	