



LINCOLN UNIVERSITY

Course Title	Applications Software	Instructor:	Prof. Leonid Romanyuk
Course No:	BA 146	Phone:	(510) 628-8024
Units:	3 units (= 45 lecture hours)	E-mail:	lromanyuk@lincolnuca.edu
Class hours:	Monday 12:30 pm – 3:15 pm	Office Hours:	MW 11:50 am -12:25 pm
Semester:	Spring 2012	Office Room:	402

REQUIRED MATERIALS:

TEXTBOOK: **Microsoft Office 2010: Advanced**, by Shelly & Vermaat, Course Technology, 2011, ISBN-10: 1439078548

REQUIRED TOOLS: Microsoft Office 2010 and the Internet resources.
Scientific or graphing calculator

OPTIONAL: **Microsoft Office 2010: Introductory**, by Shelly & Vermaat, Course Technology, 2010, **ISBN-10:** 1439078386
Publisher's Web site student resources at <http://www.course.com/>

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 Access databases, 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.

OTHER 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.

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.

TESTING:

Classroom activities	every week	10%
Quizzes	every week	10%
Assignments	every week	10%
Mid-term exam	as scheduled	30%
Final exam	as scheduled	40%

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 50% 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 Lab topics and assignments is attached. Students should read every chapter of the textbook on the topic to be discussed in class before they come to class. Be ready to answer in writing all review questions and to solve problems at the end of the chapter.

MODIFICATION OF THE SYLLABUS:

This syllabus was updated on January 24, 2012. The instructor reserves the right to modify this syllabus at any time during the semester. An announcement of any changes will be made in the classroom.

SPRING 2012 SCHEDULE OF LAB TOPICS AND 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	Chapters
1/23/12	4. Creating a Document with a Title Page, Lists, Tables, and a Watermark.	Word 2010
1/30/12	5. Using a Template to Create a Resume and Sharing a Finished Document.	Word 2010
2/06/12	6. Generating Form Letters, Mailing Labels, and a Directory.	Word 2010
2/13/12	7. Creating a Newsletter with a Pull-Quote and Graphics.	Word 2010
2/20/12		
2/27/12	4. Financial Functions, Data Tables, and Amortization Schedules.	Excel 2010
3/05/12	5. Creating, Sorting, and Querying a Table.	Excel 2010
3/12/12	Review. MIDTERM EXAM	
3/19/12	6. Working with Multiple Worksheets and Workbooks.	Excel 2010
3/26/12	7. Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots.	Excel 2010
4/02/12	4. Creating Reports and Forms.	Access 2010
4/09/12	5. Multitable Forms.	Access 2010
4/16/12	6. Advanced Report Techniques.	Access 2010
4/23/12	7. Using SQL.	Access 2010
4/30/12	Review	
5/07/12	COMPREHENSIVE FINAL EXAM	