



LINCOLN UNIVERSITY

Course Title:	Applications Software	Instructor:	Prof. Serge Ruiz
Course No:	BA 146	Phone:	949-232-3323
Units:	3 units (= 45 lecture hours)	E-mail:	sruiz@lincolnuca.edu
Class Hours:	Mondays, 12:30 pm – 3:15 pm	Office Hours:	Before and after class or on request
Semester:	Fall 2013	Office Number:	Room 407

REQUIRED MATERIALS

Textbook: *Practical Guide to PC and Microsoft Office 2010: Word, Excel, PowerPoint – Sergey Aityan (2012) – ISBN-10: 1478371129 – ISBN-13: 978-1478371120*

Required Tools: Microsoft Office

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

- To introduce students to the basic concepts of PC in business.
- To introduce students to a computer organization and information security.
- To introduce students to advanced functionality of MS Office

INSTRUCTIONAL METHODS

Lecture method is used in combination with a supervised business case study. The emphasis will be on learning by doing. Every student must participate in an intensive classroom activity

COURSE PROJECT

Every student must complete and submit a course project. The project includes documents prepared with advanced functionality of MS Office.

ATTENDANCE

Students are expected to attend each class session. If you cannot attend a class due to a valid reason, please notify the instructor prior to the class.

EXAMS

Both, midterm and final exams are structured as written essay to answer to the given questions. The essay must be written structurally with clear logical presentation of the answers. Graphs, charts, tables, and other supporting illustrations are required if needed. Examples to illustrate the answers are required.

Exams will cover all assigned chapters, any additional readings or supplementary materials covered in class. The exams are neither “open book” nor “open notes.”

TESTING

Classroom activities , Quizzes and Assignments	every week	25%
Mid-term exam	as scheduled	25%
Course Project	To be submitted by last week of course	25%
Final exam	as scheduled	25%

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

Grades will be determined according to the following percentages awarded for completed work:

100-93	92-90	89-87	86-83	82-80	79-77	76-73	72-70	69-67	66-60	59-0
A	A-	B+	B	B-	C+	C	C-	D+	D	F

OTHER COMMENTS

- Please participate. What you put into the class will determine what you and others get out of it.
- Please come on time. Late arrivals disturb everyone else.
- If you miss a class, you are responsible for getting notes/slide printouts on the material covered from a classmate or the instructor.
- To avoid distracting noise in class, cellular phones must be turned off or the ringing mode silenced.

- Questions and comments during the class are welcome. Do not hesitate to ask questions – do not leave anything unclear for you.

FALL 2013 SCHEDULE OF TOPICS

Please read every chapter of the textbook before you come to class

Session	Date	Topics	Chapters
1	08/26	About the Course; Introduction to the Office Software	1
	09/02	LABOR DAY	
2	09/09	Organizing your computer; Information Security	2, 3
3	09/16	Word Processing and Document Preparation Methodology (Part 1)	4
4	09/23	Word Processing and Document Preparation Methodology (Part 2)	4
5	09/30	Tables, Images, Drawings, and Objects	5
6	10/07	Tables, Images, Drawings, and Objects	6
7	10/14	Review. Midterm Exam	1-6
8	10/21	Collaborative Document Development	7
9	10/28	Document Templates	8
10	11/04	Spreadsheets and Calculations (Part 1)	9
	11/11	VETERANS DAY	
11	11/18	Spreadsheets and Calculations (Part 2)	9
12	11/25	Charts	10
13	12/02	PowerPoint Presentations	11
14	12/09	Course Project presentation and discussion; Review	Review
15	12/16	Final	1-11

MODIFICATION OF THE SYLLABUS

This syllabus was updated on July 14, 2013. 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.