



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:	Monday 12:30 pm to 3:15 pm	Office Hours:	By appointment
Semester:	Spring 2016	Office Number:	Room 402

REQUIRED MATERIALS

Required Tools: Microsoft Office with Word, Excel, Power Point and Access.

Reference: Practical Guide to PC and Microsoft Office 2010, Sergey Aityan, ISBN-10: 1478371129, ISBN-13: 9781478371120

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 supervised practical cases. 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 consist of projects combining the Office programs which will be realized in the lab.

TESTING

Assignments	every week	25%
Course Project	to be submitted by last week of course	25%
Mid-term exam	March 14, 2016	25%
Final exam	May 9, 2016	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.

SCHEDULE OF TOPICS

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

Session	Date	Topics
1	01/25	About the Course; Introduction to the Office Software
2	02/01	Organizing your computer; Information Security
3	02/08	Word - Word Processing and Document Preparation Methodology
	02/15	Presidents' Day
4	02/22	Word - Tables, Images, Drawings, and Objects
5	02/29	Word - Mail Merge, Fields, Header and Footer, Table of Content
6	03/07	Word - Document Templates
7	03/14	Midterm Exam
8	03/21	Excel - Spreadsheets and Calculations (Part 1)
9	03/28	Excel - Spreadsheets and Calculations (Part 2)
10	04/04	Excel - Charts
11	04/11	PowerPoint - Presentations
12	04/18	Macros; Collaborative Document Development
13	04/25	Access - Introduction to database
14	05/02	Course Project
15	05/09	Final Exam

MODIFICATION OF THE SYLLABUS

This syllabus was updated on December, 20, 2015. 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.