



# LINCOLN UNIVERSITY

## BA 146 – Applications Software Fall 2017 Course Syllabus

Course Number: **BA 146**

Course Title: **Applications Software**

Units: 4 (45 hours of lectures)

Semester Offered: Fall 2017

Course Meeting Days: Wednesdays

Course Meeting Time: 12:30 PM – 3:15 PM

Course Meeting Place: TBD

### Instructor Information:

Name: Daniel Sevall

E-mail Address: dsevall@lincolnuca.edu

Office Location: TBD

Office Hours: Wednesdays 11:30-12:30

### **1. 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 in 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*

### **2. Course Learning Objectives**

|   | <b>Course Learning Outcome</b>   | <b>Assessment activities</b>   |
|---|--|--------------------------------|
| 1 | Design and deliver an effective presentation using Powerpoint or another application useful for presenting information | Course Project                 |
| 2 | Build Excel Spreadsheets to solve quantitatively challenging business scenarios  | Course Projects and Final Exam |
| 3 | Write a visually compelling resume on Microsoft Word   | Course Projects                |

|   |   |                                |
|---|---|--------------------------------|
| 4 | Communicate effectively using a variety of email applications                               | Course Project                 |
| 5 | Build a business case using a variety of software applications (Powerpoint, Word and Excel) | Course Projects and Final Exam |

### 3. Instructional Methods:

Lecture method is used in combination with the case studies to provide a rich learning experience for the student. The course requires the practical use of a computer. The emphasis will be on learning by doing. Every student must participate in an intensive classroom activity. Reading, writing, and problem solving assignments will be made throughout the course.

### 4. Instructional Material and Texts

Microsoft Outlook 2016: Step by Step.

ISBN-13: 978-0735699236; ISBN-10: 0735699232

### Online Components of the Course

I will create a Canvas site as a means of posting information, and offering an opportunity for you to ask questions regarding course material. I will plan on adding students to the Canvas site, once the class rosters are finalized.

### 5. Academic Honesty Honor Code

The faculty, administration, and staff recognize their obligation to provide continuing guidance as to what constitutes academic honesty and to promote procedures and circumstances that will reinforce the principle of academic honor. Fundamental to the principle of independent learning is the requirements of honesty and integrity in the performance of academic assignments, both in the classroom and outside. Students should avoid academic dishonesty in all of its forms, including plagiarism, cheating, and other forms of academic misconduct. The University reserves the right to determine in any given instance what action constitutes a violation of academic honesty and integrity.

### 6. Diversity

A diverse classroom is a better classroom. Sharing our experiences and our ideas contribute to our better understanding of the material. I will be committed to ensuring that all students receive the attention needed to grasp the key accounting concepts for this class. To that end, all questions relating to the course material will be answered in a timely fashion.

### 7. Requirements

All students are required to attend the class. Continuous assessment is emphasized. Students must complete all assignments and take all quizzes, mid-term exam and final exam ON THE DATES DUE. Plagiarism will result in the grade "F" and a report to the administration.

## 8. Assessment

### A. Exams:

- Students must take a final exam. The final exam is *comprehensive* and covers the material from the entire semester.
- Make-up exam policy: Students must take the exams as scheduled. No make-up exam will be given.
- Partial Credit is awarded on exams for problems (not multiple choice) when the computations are shown. Show all work on problems for maximum partial credit.
- Students may use laptops or programmable calculators. While these may help students in the calculation of certain accounting problems, ultimately the student will need to use critical reasoning to be successful in this course.
- Students may e-mail me to be informed of their respective grades.

### B. Homework:

- Homework sets and due dates will be posted regularly.
- Solutions to some homework problems will be reviewed in class.
- Critical thinking essay, cases, and problems are included as part of the regular homework and class demonstration problems.
- Individual research project will be assigned.

## 9. Grading and Assessment Criteria

|                                      |       |
|--------------------------------------|-------|
| Class Contribution (Homework Review) | 20%   |
| Course Projects                      | 40%   |
| Final Exam                           | 40%   |
| -----                                | ----- |
| Total                                | 100%  |

Letter grades will be given based on the following scaling:

|   |          |
|---|----------|
| A | 90 - 100 |
| B | 80 - 89  |
| C | 70 - 79  |
| D | 60 - 69  |
| F | 0 - 59   |

## 10. Expectations for Students

### A. Attendance:

- Attendance at all classes is essential to acquiring the requisite information for successful completion of this course. The topics covered in this course are much related to each other. If you miss a lecture, it would be hard to catch up. Roll will be taken at the beginning of each session. Students are expected to show up to every class meeting and stay for the entire period.

- Students may attend either session of the lecture as space permits. Students must attend the exams during the session in which they are registered unless prior permission is obtained.
- Students are required to inform the instructor in advance by email or verbally in case of not being able to attend class.

**B. Class Participation:**

- Class participation is very essential to learning this subject. Be prepared to participate in class discussions (answering the questions and solving the problems), group work, and reviewing the homework.

**C. Student Code of Conduct:**

- Students are expected to respect the instructor and each other. Students must turn off their cell phones and pagers during the entire class time.

**11. Course Schedule**

Include dates of class meetings, topic, assignments, and assignment due dates.

| Meeting # | Focus and Topic  |
|-----------|--|
| 1         | Course Overview and Introduction to Powerpoint, Microsoft Word and Microsoft Excel |
| 2         | Building Effective Presentations 1 (Powerpoint, Vizio, Google Docs)                |
| 3         | Building Effective Presentations 2 (Powerpoint, Vizio, Google Docs)                |
| 4         | Building Effective Presentations 3 (Powerpoint, Vizio, Google Docs)                |
| 5         | Persuasive written communication using Word Documents 1                            |
| 6         | Persuasive written communication using Word Documents 2— Cover Letters             |
| 7         | Persuasive written communication using Word Documents 3-- Resumes                  |
| 8         | Spreadsheet Modeling 1 Linear Programming  |
| 9         | Spreadsheet Modeling 2 Linear Programming  |
| 10        | Spreadsheet Modeling 3 Financial Valuations  |
| 11        | Spreadsheet Modeling 4 Financial Valuations  |

|    |   |
|----|---|
|    |   |
| 12 | Spreadsheet Modeling 6 Financial Valuations |
| 13 | Other Spreadsheet Models                    |
| 14 | Project Presentations                       |
| 15 | FINAL EXAM                                  |

## **12. Disclaimer**

This syllabus is subject to modification. I am committed to letting students know changes to the syllabus as soon as feasible.

**Last Update:** 8/9/2016

## Appendix. Program and Institution Learning Outcomes.

| <b>Institutional Learning Outcomes (ILOs)</b>                               |   |
|---|---|
| <i>Graduates of the BA program of Lincoln University should be able to:</i> |   |
| <b>1a</b>   | Develop the habits and skills necessary for processing information based on intellectual commitment, and using these skills to guide behavior.  |
| <b>2a</b>   | Raise important questions and problems, and formulate them clearly and precisely in oral or written communication   |
| <b>3a</b>   | Act with dignity and follow the principles concerning the quality of life of all people, recognizing an obligation to protect fundamental human rights and to respect the diversity of all cultures.  |
| <b>4a</b>   | Focus on individual and organizational benefits; communicate to co-workers and company's leadership in facilitation of collaborative environment; to be honest and transparent with regard to their work, and to be respectful of the work of others. |
| <b>5a</b>   | Display sincerity and integrity in all their actions, which should be based on reason and moral principles; to inspire others by showing mental and spiritual endurance   |
| <b>6a</b>   | Show creativity by thinking of new and better goals, ideas, and solutions to problems; to be resourceful problem solvers.   |
| <b>7a</b>   | Define and explain the boundaries, divisions, styles and practices of the field, and define and properly use the principal terms in the field   |

| <b>Program Level Outcomes (PLOs)</b>                       |   |
|--|---|
| <i>Students graduating our BA program will be able to:</i> |   |
| <b>1</b>   | Demonstrate knowledge in the principle areas of general business and specific areas of concentration, which include: general business, management, entrepreneurship, and management information business. |
| <b>2</b>   | Determine the information needed to evaluate a business problem. Apply critical thinking and reasoning skills to recognize credibility and accuracy.  |
| <b>3</b>   | Demonstrate the ability to communicate with others using written and oral communication tools.  |
| <b>4</b>   | Demonstrate the ability to use analytical skills to understand business problems and make well-informed decisions.  |
| <b>5</b>   | Apply and comply with ethical and legal principles and evaluate different ethical perspectives.   |