Lincoln University

BA-146 – Application Software
COURSE SYLLABUS

Fall, 2022

Instructor:	Mr. Abhishek Vaidya
Lecture Schedule:	Friday, 12:30 PM – 03:15 PM
Credits:	3 units / 45 lecture hours
Level:	Developed (D)
Office Hours:	Before and after class, or by appointment
	E-mail: abhishek@lincolnuca.edu
Textbooks:	Illustrated Microsoft Office 365 & Office 2019: 1st Edition, by David Beskeen, Carol Cram, Jennifer Duffy, Lisa Friedrichse, Lynn Wermers, 2020, ISBN-13: 9780357539897; ISBN- 13: 9780357025673
Prerequisites:	*CS 10*
Last Revision:	August 05, 2022

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)

COURSE OBJECTIVES

Students will be introduced to the principles and concepts of application software's in business. Students will be learning the use of computers in business and personal lives, which includes computer systems and applications software, word processing, spreadsheet data management and Presentation software's. Students will learn about the latest available computers, networking, and the Internet technologies, practice the use of the Microsoft Windows operating system, business applications in the Microsoft Office 2019 package, and the use of open-source software and the Internet applications and resources.

COURSE LEARNING OUTCOMES

Upon completion of this course, students will be able to:
1. Understand the concepts of computer system and its applications
    a. *Assessment Activities: Assignments, classroom participation, case studies,*

quizzes/exams
2. Understand professional, ethical, legal, security, and social issues and responsibilities in the online platform
    a. *Assessment Activities: Assignments, classroom participation, case studies, quizzes/exams*
3. Understand the impact of computing technologies in a societal context
    a. *Assessment Activities: Assignments, classroom participation, case studies, quizzes/exams*
4. Analyze various use of computing techniques and tools necessary for businesses
    a. *Assessment Activities: Assignments, classroom participation, case studies, quizzes/exams*

COURSE LEARNING OUTCOMES[1]

	Course LO	Program LO	Institutional LO	Assessment Activities
	Understand the concepts of computer system and its applications	PLO 1	ILO 1a, ILO 7a	Assignments, classroom participation, case studies, quizzes/exams
	Understand professional, ethical, legal, security, and social issues and responsibilities in the online platform	PLO 5	ILO 3a, ILO 4a	Assignments, classroom participation, case studies, quizzes/exams
	Understand the impact of computing technologies in a societal context	PLO 4	ILO 1a	Assignments, classroom participation, case studies, quizzes/exams
	Analyze various use of computing techniques and tools necessary for businesses	PLO 4	ILO 1a	Assignments, classroom participation, case studies, quizzes/exams

INSTRUCTIONAL METHODS

This is an Online classroom instruction course. Lecture method is used in combination with group discussions, case studies, and outside readings, as assigned. The emphasis will be on learning by doing. Every student must participate in an intensive online classroom activity. Reading, writing, and computer assignments will be given throughout the course. There may be group presentations by students on the project assignments during class. Student's classroom activities will be graded by the level of online class participation and attendance.

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[1]   Detailed description of learning outcomes and information about the assessment procedure are available at the Center for Teaching and Learning website (ctl.lincolnuca.edu).

Assignments and projects require students to actively use resources of the library. Detailed guide to business *resources of the library* as well as the description of Lincoln University approach to *information literacy* are available at the Center for Teaching and Learning website (ctl.lincolnuca.edu).

ATTENDANCE

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

ASSIGNMENTS & QUIZZES

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. Each assignment is due at the beginning of the following class. You can return your assignments electronically if you desire. Late submission of assignments will be assessed a penalty of 10%. Quizzes are based on the lecture and material in the assignment and will take place at the beginning of the course.

ASSESSMENT

Attendance and classroom activities	every week	10%
Assignments	every week	10%
Quizzes	as scheduled	10%
Mid-term exam	as scheduled	30%
Final exam	as scheduled	40%
Total		100%

There will be no make-up for a missed 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. **Cheating or plagiarism will result in an "F" grade.**

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

CLASSROOM POLICY

- Students are encouraged to participate in group discussions and class activities.
- Students are required to arrive to class on time.
- If a student misses a class, s/he is 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 be silenced.
- Questions and comments during the class are welcome.

SCHEDULE OF TOPICS

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

Dates	Topics	Chapters
Aug 26	Introduction	1
Sept 02	Creating documents with Word	2
Sept 09	Editing and formatting documents	3
Sept 16	Formatting text and graphics	4
Sept 23	Getting started with Excel	5
Sept 30	Formatting a worksheet	6
Oct 07	Analyzing Data using Formulas	7
Oct 14	Working with charts	7 Cont.
Oct 21	Integrating Word and Excel	8
Oct 28	**Midterm Exam/Project**	
Nov 04	Creating a Presentation in PowerPoint	09
Nov 11	**Veterans Day Holiday**	
Nov 18	Modifying a Presentation	10
Nov 25	**Fall Recess**	
Dec 02	Inserting Objects into a presentation	12
Dec 09	**Finals/Presentation**	

MODIFICATION OF THE SYLLABUS

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.