Lincoln University
BA 146 – Applications Software
COURSE SYLLABUS
Fall 2023

Instructor:	Dr. Mohamed Tailab
Lecture Schedule	Monday **3:30 pm – 6:15 pm**
Credit:	3 units (45 hours of lectures)
Level	**Developed (D)**
Office Hours:	Wednesday, 10:30 am – 11:45 am, 4th Floor, Room 402 Monday, 11:00 am –12:00 pm, 4th Floor, Room 402 **E-mail**: mtailab@lincolnuca.edu)
Textbooks:	Mary Anne Poatsy et al. (2016), Exploring Microsoft Office 2016 Volume 1 (Exploring for Office 2016 Series) Pearson; 1st edition;(2016) ISBN-10: 0134320794 ISBN-13: 978-0134320793
Prerequisite	**CS 10**
Last Revision:	July 28, 2023
NOTE:	This schedule is subject to change

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.

COURSE LEARNING OUTCOMES [1]

	Course learning outcomes (CLOs)	Program Learning Outcomes	Institutional Learning Outcomes	Assessment activities
1	Design and deliver an effective presentation using PowerPoint or another application useful for presenting information	PLO2	ILO 1a, ILO 6a	Course Project
2	Build Excel Spreadsheets to solve quantitatively challenging business scenarios.	PLO 4	ILO 1a, ILO 2a, ILO 5a	Course Projects and Final Exam
3	Write a visually compelling resume on Microsoft Word.	PLO 2	ILO 1a, ILO 6a	Course Projects

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[1] Detailed description of learning outcomes and information about the assessment procedure are available at the Learning Outcomes Assessment section of LU website.

INSTRUCTIONAL METHODS
The 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 done throughout the course.

REQUIRED COURSE MATERIALS
A computer is required. Students will not be allowed to attend lectures without a computer. You will need the following software to complete this course. • Windows 10 • MS Word • MS Excel • MS PowerPoint • MS Access. Microsoft Office 365 is FREE for ALL LU students.

Click here Software downloads – Student Services (lincolnuca.edu) to download and install MS Office 365 on a Windows PC or a Mac.

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 LU Library website (lincolnuca.libguides.com).

GRADING
All activities will be graded according to the points as shown below.

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	F
Points	95-100	90-94	87-89	84-86	80-83	77-79	74-76	70-73	67-69	60-66	0-59

Tentative Weights	Participation	10%	Project	15%
	Attendance	5%	Mid-term exam	25%
	Quizzes	10%	Final comprehensive Exams	35%

Note: No student will get a grade above B+ without presenting, handling every homework and report, and taking the midterms. Missing the final exam will result in a failing grade for the course, no matter how much points you have accumulated.

METHODS OF INSTRUCTION
The instructor will conduct the course by giving lectures, facilitating solutions to in-class exercises, and conducting discussions to encourage class participation by students. Students must read each chapter before class according to the tentative schedule provided (see below), and they are responsible to ask questions and request clarifications during the class session. The PowerPoint slides are designed to give students a head start in learning course materials, but they are not intended to substitute.

EXTRA HELP
If you find the course material challenging, please see me anytime. So, I can help you by clarifying lecture material. Additionally, do not wait to see me, if you are struggling.

CLASSROOM PROTOCOL
- Students are expected to arrive on time and be prepared to participate. If for some reason you are running late, do not skip the class. I prefer that you come late than not at all.
- If you must leave class early, please tell the instructor before class starts.
- If you cannot attend the class or other activities such as homework or quizzes for a strong reason, please inform the instructor in advance so that arrangements can be made to complete any missed work after the absence.

- All communication and electronic devices should be turned off or silent in the classroom (cell phones, music devices, etc.).
- Food or drinks will be allowed in designated areas only and not permitted in classrooms. It is distracting to me and your fellow students. Bottled water, coffee, tea, and soft drinks are allowed.
- Never leave your computer unattended.

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. Students will not receive any credit for missed assignments or quizzes.

Administrative policies on absences from classes are as follows:

• A student receives a warning notice after missing 20% of class meetings completed in a course.
• A student is placed on probation after missing 30% of class meetings completed in a course.
• A student may be dismissed after missing more than 40% of class meetings completed in a course

GENERAL SAFETY ON CAMPUS

The capacity of the elevator is four people, please practice common sense and do not take it if you are the fifth person.

HOMEWORK

Homework sets and due dates will be posted regularly. No homework will be accepted after the final due date listed. Students will receive feedback from the instructor in the class, and they will be able to correct answers to master the material. The first assignment is to read the course syllabus, which would be delivered by hand. Otherwise, the syllabus can be downloaded from the LU website, and is available on Canvas as well.

QUIZZES

Eight (8) lesson quizzes will be given at the very beginning of the class. The primary purpose of these quizzes is to encourage and reward the student's timely progress through the course materials. Each lesson quiz covers only the material for the previous lecture. Each lesson quiz consists of some combination of true/false, multiple choice, and calculated questions. Only the five best out of the eight possible quiz scores will be used in determining a student's final grade. **There will be no makeup quizzes given.**

EXAMS

Two exams [**Written Essay Exams and Closed Book**] will be given throughout the course. Each exam will run for two hours. Please note that the exams will be given from [**3:30 pm – 5:30 pm**]. If you need additional time on an exam because of a university-recognized disability, I must be informed directly by the admission office. I will make whatever accommodations are recommended by them. The exams are not comprehensive and will cover only the materials indicated in the box below. Students are expected to take all exams at the scheduled time in the classroom. If a student is unable to take an exam at the scheduled time due to an emergency or extenuating circumstance, the student can take the exam during the instructor's office hours. **Gum Chewing during exams**: Please be advised that gum chewing may impede the

concentration process of your fellow students because gum chewing can be noisy and distracting to other students.

PROJECT

The individual project will be assigned. LU Library is offering one workshop related to this project: (APA Style & Turnitin Workshop,). So, students are encouraged to attend this workshop.

CHEATING AND PLAGIARISM

Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service. Penalties for cheating and plagiarism range from a 0 or F on an assignment, through an F for the course, to expulsion from the university. Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment. Repeated acts of cheating may result in an F in the course and/or disciplinary action.

ACADEMIC HONESTY

In the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property. Accordingly, Lincoln expects the highest standards of honesty and integrity from all members of the academic community. As a student, you must know that all forms of cheating, falsification, and plagiarism are against the rules of this course and of Lincoln University. It is your responsibility to ask the instructor for clarification, if you are not sure of what constitutes academic dishonesty are.

DISCUSSION AND PARTICIPATION

Participation includes preparing for class, completing assignments on time, engaging in class discussions and team presentations and homework explanations. Students are expected to be prepared for and participate in each week. You would lose some participation points if you were absent without informing the instructor, and if your behavior in the class obstructs other students to learn by leaving and returning to class while it is in session.

E-MAIL AND CANVAS

E-mail and Canvas are required for this course. E-mail is the best way to contact the instructor. E-mails are generally answered within 24 hours during the week. If you do not hear from me within that time, please contact me again. Students are required to use their university e-mail for correspondence and are responsible for checking their account daily for correspondence from the lecturer. Please do not contact me via Canvas.

WORK ETHICS

Lincoln University instructs and evaluates students on work ethics. These work ethics have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. So, Lincoln University' students are expected to adhere to the highest standards of these 10-character traits in their behavior as well as their coursework.

RECOMMENDATION LETTERS
Students are eligible to apply for a Board Trustees Scholarship. This scholarship is awarded from funds provided by the University. The instructor gives only two recommendation letters one week before the semester ends. The best candidates should match the work ethics.

COURSE SCHEDULE

Week	Activities	
21-Aug	Introduction to the course (Syllabus) Introduction to: Windows: Working with an Operating System Office: Office 2016 Common Features	
	Module 1: Word	
28-Aug	Introduction to Word	Ch.1
11-Sep	Document Presentation	Ch.2
18-Sep	Document Productivity	Ch.3
25-Sep	Collaboration and Research	Ch.4
	Word Application Capstone Exercise	
	Module 2: Excel	
2-Oct	Introduction to Excel	Ch.1
9-Oct	Formulas and Functions	Ch.2
16-Oct	Charts, Datasets and Tables	Chs.3 & 4
	Excel Application Capstone Exercise	
23-Oct	Midterm Examination	
	Module 3: PowerPoint	
30-Oct	Creating a Basic Presentation	Ch.1
6-Nov	Presentation Development	Ch.2
13-Nov	Presentation Design	Ch.3
20-Nov	Enhancing with Multimedia	Ch.4
	PowerPoint Application Capstone Exercise	
	Module 4: Access	
27-Nov	Introduction to Access: Tables and Queries in Relational Databases	Ch.1,2
4-Dec	Final Exam	