



Lincoln University

BA 146 – Applications Software

COURSE SYLLABUS

Fall, 2012

Lecture Schedule: Monday, 12:30 PM – 315 PM
Credit: 3 units (45 lecture hours)
Instructor: Prof. Sergey Aityan
Office Hours: Monday, 11:00 AM – 12:00 PM (noon)
Thursday, 2:00 PM – 3:00 PM
Students are advised to schedule appointments by signing their names on the appointment list which is located on the information board next to the professor's office that will ensure exact appointment time without waiting.
e-mail: aityan@lincolnuca.edu
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Textbook: **1. Main Textbook:**
Sergey Aityan (2012)
Practical Guide to PC and Microsoft Office 2010: Word, Excel, PowerPoint
ISBN-10: 1478371129
ISBN-13: 978-1478371120

Last Revision: July 25, 2012

CATALOG 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

COURSE 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

PROCEDURES AND METHODOLOGY

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.”

GRADING AND SCORING

The final grade for the course consists of the following components weighted as shown in the table below:

Activity	Time	Percent
Quizzes, home tasks, classroom activities, and special assignments	Every week	25%
Mid-term exam	In the middle of the course	25%
Course project	To submit a week before the last week of the course	25%
Final exam	Last week of the course	25%

All results of written test will employ a numerical scoring system that is convertible to grades as indicated below.

94-100	A
90-93	A-
87-89	B+
83-86	B
80-82	B-

77-79	C+
73-76	C
70-72	C-
66-69	D+
60-65	D
0-59	F

The final grade for the course will be given by the cumulative score calculated as weighted scores for each activity according to the percentage shown in the table above.

COURSE SCHEDULE

Lectures	Topic	Chapters
1	(a) About the Course (b) Introduction to the Office Software	Ch. 1
2	(a) Organizing your computer (b) Information Security	Ch. 2 Ch. 3
3	Word Processing and Document Preparation Methodology (Part 1)	Ch. 4
4	Word Processing and Document Preparation Methodology (Part 2)	Ch. 4
5	Tables, Images, Drawings, and Objects	Ch. 5
6	Referencing and Updating	Ch. 6
7	(a) Review (b) Midterm Exam	Ch. 1-6
8	Collaborative Document Development	Ch. 7
9	Document Templates	Ch. 8
10	Spreadsheets and Calculations (Part 1)	Ch. 9
11	Spreadsheets and Calculations (Part 2)	Ch. 9
12	Charts (Part 1)	Ch. 10
13	PowerPoint Presentations	Ch. 11
14	Comprehensive Final Exam	Ch. 1-11

OTHER COMMENTS

- Please participate. What you put into the class will determine what you get out of it – and what 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.

MODIFICATION OF THE SYLLABUS

The instructor reserves the right to modify this syllabus at any time during the semester. Announcements of any changes will be made in a classroom.