



Grande Prairie Regional College

Department of Business

COURSE OUTLINE – FALL 2010

BA 1150 - Introduction to Computers in Business 3 (3-0-2) UT

Instructor Gwen Hoyseth

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Office Hours Monday and Wednesday
10:30 -12:00 or by
appointment

Prerequisite:

None

Required Text/Resource Materials:

Grauer, R., etal. (2009. Microsoft Office 2007 v1, Third Edition Pearson_Prentice Hall

Description:

This course is intended to familiarize the student with the use and application of computers in the solving of business problems. Students will be expected to develop a working knowledge of Microsoft Word, Excel, Access and PowerPoint. This course introduces the student to the Internet, Windows, and computer terminology.

Credit/Contact Hours:

This course consists of two 1.5 hour classes and one 2 hour lab per week.

Delivery Mode:

A variety of delivery modes will be used including lecture, labs, and computer assisted learning.

Objectives:

Over the past few years, both the public and private sectors have moved to streamline their operations. This is often done by reducing the complement of staff personnel which they employ. This move to the more efficient use of human resources has resulted in managers frequently being stenographers. Indeed, it is no longer uncommon to see managers preparing their own reports and typing their own memos.

To meet these changing trends, graduates of this Business Administration program are expected to be fully conversant with word processing, spreadsheets, databases, and presentation software along with other microcomputer software products.

Students are encouraged to use the computer where applicable when completing assignments in all courses

Transferability:

This course can be included as part of block transfer agreements with Athabasca University, University of Lethbridge, Thompson Rivers' University (Kamloops), Royal Roads University, Lakeland College (into their Applied Degree in Financial Services program) and Okanagan College. Students should check with the receiving institution concerning transferability as all arrangements are subject to change.

Grading Criteria:

The grading system employed in this course will be:

Assignments	30%
Module Exams	50%
Final Examination	20%

The course will be broken down into 5 modules, with an exam at the end of each:

Computer concepts	5%
Word Processing	15%
Spreadsheets	15%
Databases	10%
PowerPoint	5%

A final exam will take place in December

Grades will be assigned on the Letter Grading System.

Business Administration and Commerce Department

Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A+	4	90-100	EXCELLENT
A	4	85-89	
A-	3.7	80-84	FIRST CLASS STANDING
B+	3.3	76-79	
B	3	73-75	GOOD
B-	2.7	70-72	
C+	2.3	67-69	SATISFACTORY
C	2	64-66	
C-	1.7	60 – 63	
D+	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

Course Policies

- ☺ Students will be expected to attend class on a regular basis
- ☺ All assignments must be submitted on time and in the format requested.
- ☺ A final grade will not be assigned until all assignments are submitted
- ☺ Although I encourage students to assist one another, all assignments must be individually done

Course Schedule/Timeline:

<u>Week</u>	<u>Topic</u>
September 4	General Introduction/Essential computing concepts
September 6	Essential computing concepts/ Windows XP
September 13	Word Processing
September 20	Word Processing
September 27	Word Processing
October 4	Spreadsheets
October 11	Spreadsheets
October 18	Spreadsheets
October 25	Spreadsheets
November 1	Data bases
November 8	Data bases
November 15	PowerPoint
November 22	PowerPoint
November 29	Internet/Outlook and Course Review

Please note that dates are approximate and may be changed by the instructor to meet the needs of the class.

Statement on Plagiarism:

Plagiarism will not be tolerated. Please ensure you read and understand the College policy on plagiarism as published in the Calendar. If you have any questions as to whether or not you might be violating this policy, please discuss this with your instructor before you submit your assignment. The instructor reserves the right to use electronic plagiarism detection services.