

GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

B. Fletcher
F. 94

BA 1150

INTRODUCTION TO COMPUTERS IN BUSINESS

- TEXTS:** WORDPERFECT 6 SmartStart, Rose Ewing; Que College Publishing; 1993.
Personal Computing SmartStart, Denise Rall and Meta Chaya Hirschl; Que College Publishing; 1994.
LOTUS® 1-2-3® SmartStart, Linda Ericksen and Rick Winter; Que College Publishing; 1993.

PREREQUISITE: Nil.

COURSE DESCRIPTION: This course is intended to familiarize the student with the application of micro computers in the solving of business problems. The popular word processing package WordPerfect 6.0 and the favoured spreadsheet Lotus 1-2-3 Release 2.4 are introduced along with some of the hardware/software terms and concepts commonly used in the field of business micro computing.

COURSE OUTLINE: I. Over the past few years both the public and private sectors have moved to streamlining their operations, often 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 required to perform duties that were formerly performed by secretaries and stenographers. Indeed, it is no longer uncommon to see managers typing their own reports and memos. To meet this changing trend Business Administration students are expected to become familiar the word processing product, WordPerfect 6.0.

WordPerfect, produced by the WordPerfect Corporation, has become the cornerstone of word processing and, although challenged by a variety of other excellent software products, has maintained its dominance as the number one WP system in both the private and public sectors. (Others popular word processing software packages

include, MSWORKS, WORDSTAR, DESKMATE, and PFS: FIRST CHOICE.)

Students will be expected to become familiar with the more popular aspects of this software and must use it, where applicable, when completing assignments.

- II. A major weakness of many micro computer users is their inability to understand terms and concepts associated with their micro system. For example, employees who regularly use and make decisions regarding micro computers, often do not understand the difference between dynamic RAM and static RAM chips. Many do not understand the purpose of upper memory, extended memory, expanded memory, and cache memory. Expressions such as ISA, MCA, EISA often bewilders them. This is not to mention terms like Dot pitch, Baud rate, ROM BIOS and the list goes on and on.

To overcome this "shortcoming" lectures in this second section will serve to help reduce some of the mystique associated with computer hardware.

- III. Like WordPerfect, Lotus 1-2-3 is "arguably" the most popular Spreadsheet software package used in business today. (Please see: Quattro Pro from Borland.) Although, not a complicated program to learn and use, it does have over 110 commands and 40 functions. In addition, there are a variety of concepts and techniques associated with the application of these commands and functions, which requires time and guidance if one is to master them. In this course, students will be introduced to some of the fundamental concepts of this software package.

Herein, then lies the three major objectives of this course:

- (a) first, to acquaint the student with some of the principle features of WordPerfect,
- (a) second, to familiarize the student with some of the fundamental terms and ideas associated with micro computing hardware,
- (c) and thirdly, introduce the major commands and functions of Lotus 1-2-3.

GRADING: As you can see, this course will cover a large volume of material.

For some students, this material will be completely new while others will have a background in various aspects of the material presented.

To help ensure that students have a full understanding of ALL the course material presented, and

To reduce the problems that are created when students, who were absent,

- i) delay the progress of the class because they do not know the material presented during their absence,
- ii) delay the class because they do not have a necessary handout,
- iii) delay the class because they didn't know of an assignment, and the like,

PLEASE NOTE THE FOLLOWING:

1. Students will be expected to attend class on a regular basis. Any student having more than six (6) inexcusable absences may not be allowed to write the final exam.
2. In addition, unless unpreventably detained, students are expected to be in class "ON TIME".
3. All assignments must be submitted, on time and in an acceptable format.
4. A final grade will not be given until all assignments have been submitted.
5. *All assignments must be submitted using WordPerfect and/or Lotus 1-2-3 ONLY, unless otherwise noted.*

Assignments with an inordinate number of spelling errors, which display poor grammatical style or which otherwise seem carelessly prepared will be returned significantly penalized or ungraded.

Although, I encourage students' assist each other, all assignments must be individually done.

In the past there has been some problems with students working in collaboration with each other.

YOU ARE EXPECTED TO DO YOUR OWN WORK!

Course credit will be determined on the following basis:

Mid term Exam	30%
Final Exam	40%
Assignments	20%
Two Article Reviews	10% (5% each)
	100%

Conversion of percentages to the 9-point system will be as follows:

90 - 100%	9	
80 - 89%	8	
72 - 79%	7	
65 - 71%	6	
57 - 64%	5	
50 - 56%	4	
45 - 49%	3	Failure
26 - 44%	2	
0 - 25%	1	

"I DO NOT DETERMINE YOUR GRADE, I SIMPLY RECORD IT"

- MATERIALS:** A. Please purchase a 3" three ring binder for class notes.
- B. Please purchase three (3) - 3^{1/2}" High Density, 1.44 MB (formatted) or 2.0 MB (unformatted) diskettes.

These diskettes have 2 recording sides (often referred to as "Double Sided"), 80 tracks per side, 135 tracks per inch.

The correct diskettes have two windows at one end of the diskette.



This window has a black "write enable switch" on the back of the diskette.

Disk Handling

When handling a diskette please note the following:

- Do Not touch the Read/write slot of the diskette.
- Do not bend the diskette.
- Keep the diskette away from magnetic fields. Avoid diskette contact with the computer monitor, magnets, x-ray machines as may be found in airports, TV etc.
- Keep the diskette at room temperature - 10°C to 45°C
- Avoid the diskette coming in contact with dust particles, smoke particles, or any other contaminants.
- Always store the diskette vertically. Do not lay it on its side.
- Do not layer the labels on the diskette as they tend to work loose and can become lodged in the drive.
- Do not use paper clips, or rubber bands on the diskette.
- Never force the diskette into the drive.

COURSE CONTENT:

SECTION ONE

This section of the course will acquaint the student with the major commands and function keys used by WordPerfect 6.0. Lectures and assignments will cover the techniques needed to create, change, spell check and rearrange word processing files.

Included in this section of the course is an introduction to a TYPING TUTOR.

SECTION TWO

This section of the course will introduce the student to some of the terms and concepts associated with the field of microcomputing.

SECTION THREE

This major section of the course will acquaint the student with the Lotus 1-2-3 integrated software program. Spreadsheet and Graphics concepts will be discussed at length.

LECTURE NOTES: From time to time I will supply students with a copy of my lecture notes. These notes will be made available to the class **ONLY ONCE, AT TIME OF DISTRIBUTION.**

Should you be absent when they are distributed, please make arrangements with a classmate to obtain a copy for you.

I will keep surplus copies in my office for as long as they last, but please do not depend on them being always available.