

F-1997-1998
B. Fletcher

GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

BA 1150

INTRODUCTION TO COMPUTERS IN BUSINESS

TEXT: EXPLORING MICROSOFT OFFICE PROFESSIONAL 97
PROFESSIONAL – VOLUME I, Robert T. Grauer & Maryann Barber
Prentice Hall Publishing, Inc. 1997. (Usage 100%)

PREREQUISITE: Nil.

COURSE DESCRIPTION: This course is intended to familiarize the student with the use and application of micro computers in the solving of business problems. Students will be expected to develop a working knowledge of Microsoft Word 97, Microsoft Excel 97, and Microsoft PowerPoint 97.

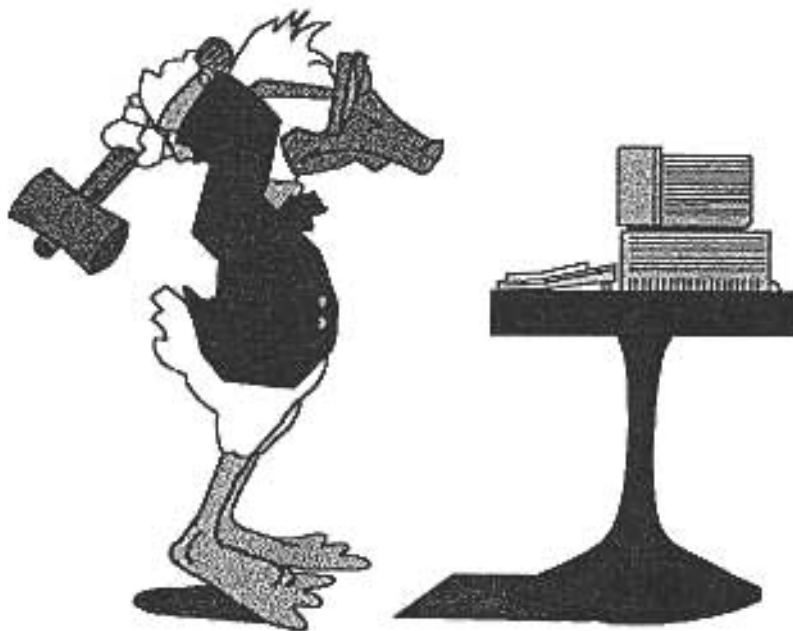
In this course students will also be introduced to some of the hardware/software terms and concepts commonly used in the field of business micro computing.

COURSE OUTLINE: 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 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, presentation software, spreadsheets, data bases, and other microcomputer software products.

To help promote a high level of computer proficiency, students are encouraged to use the computer where applicable, when completing assignments in all courses.

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. Many do not understand the purpose of upper memory, extended memory, expanded memory, and cache memory. Expressions such as ISA, MCA, and EISA often bewilder 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 the second part of this course will serve to help reduce some of the mystique associated with computer hardware.



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 are absent, and at the insistence of a large percentage of the Business Administration student body, 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 assigned until all assignments have been submitted.
5. All assignments must be submitted using the software taught in this course unless otherwise noted.
6. 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.
7. 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 and then submitting identical solutions.

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	<u>10% (5% each)</u>
	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	

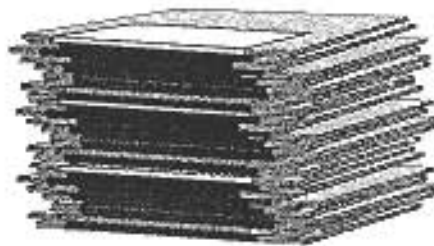
**"PLEASE REMEMBER, I DO NOT DETERMINE YOUR GRADE,
I SIMPLY RECORD IT"**

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.



Disk Handling

When handling a diskette please note the following:

1. Do Not touch the Read/write slot of the diskette.
2. Do not bend the diskette.
3. 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.

4. Keep the diskette at room temperature - 10° C to 45° C
5. Avoid the diskette coming in contact with dust particles, smoke particles, or any other contaminants.
6. Always store the diskette vertically. Do not lay it on its side.
7. Do not layer the labels on the diskette as they tend to work loose and can become lodged in the drive.
8. Do not use paper clips, or rubber bands on the diskette.
9. Never force the diskette into the drive.

LECTURE NOTES: From time to time I will supply students with a copy of my lecture notes. Because it is awkward to continuously bring these notes to class, the notes will be made available in class **ONLY ONCE, AT TIME OF DISTRIBUTION.**

It is YOUR RESPONSIBILITY TO ENSURE THAT YOU RECEIVE ANY NOTES HANDED OUT IN CLASS. Should you be absent when they are distributed, please make arrangements with a classmate to obtain a copy for you.

If a classmate forgets to pick up a copy for you, I will keep surplus copies in my office for as long as they last, but please do not depend upon them always being available.

