

Grande Prairie Regional College
Business Administration
Course Outline

BA 1150 - Introduction to Computers in Business

Instructor:

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Classroom:

A307

Times:

Mon. & Wed. 13:00 - 14:20
Fri. 12:00 - 13:50

CALENDAR DESCRIPTION:

This course is intended to familiarize the student with the use of computers in the solving of business problems. Students will be expected to develop a working knowledge of a word processing, spreadsheet, and computer presentation software package. 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.

PREREQUISITES:

none

GENERAL OBJECTIVES:

Upon exit the student will be conversant in basic computer concepts and terms, and will be able to:

1. store, organize, navigate, and retrieve files on a desktop computer.
 2. use the system tools in the Windows OS to maintain a desktop computer.
 3. use word processing software to produce well-formatted documents.
 4. use spreadsheet software to organize, manipulate and present data.
 5. use presentation software to produce a professional-looking slide presentation.
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RESOURCE MATERIALS:

There is no textbook assigned for this course. However, online readings will be assigned.

There are a number of valuable references available online, such as:

- [Experts and Answers on Technology and the Web](#)
- and [Tom's hardware guide](#)

COURSE CONTENT:

Module 1 - Basic Computer Concepts

- 1.1 Components of a Desktop Computer
- 1.2 Key Hardware and Software Terms and Concepts
- 1.3 Introduction to the Windows Operating System
- 1.4 File Management
- 1.5 System Maintenance
- 1.6 Review
- 1.7 Module 1 Test

Module 2 - Word Processing

- 2.1 Basic Concepts of Word Processing
- 2.2 Introduction to MSWord
- 2.3 Formatting Text and Using Help
- 2.4 Tabs, Page Layout, Alignment, Columns
- 2.5 Spell Check, Thesaurus
- 2.6 Working with Multiple Documents
- 2.7 Tables
- 2.8 Module 2 Test

Module 3 - Spreadsheets

- 3.1 Basic Concepts of Spreadsheets
- 3.2 Introduction to MSExcel
- 3.3 Maintaining and Enhancing a Worksheet
- 3.4 Moving Data within and between Workbooks
- 3.5 Using Formulas
- 3.6 Module 3 Test

Module 4 - Presentations

- 4.1 Introduction to Slide Presentation Software
- 4.2 Preparing a PowerPoint Presentation
- 4.3 Editing and Formatting in PowerPoint
- 4.4 Drawing, Backgrounds and Images

Module 5 - Databases

- 5.1 Basic Database Concepts
- 5.2 Forms, Queries and Reports
- 5.3 Importing Data to a Database
- 5.4 Module 5 Test

GRADING SYSTEM

GPRC uses the 9-point grading system as explained on page 30 of the College calendar.

Note that a grade of "4" will earn you credit for the course, but it does not entitle you to proceed to certain other courses without special approval. So for the record, consider the passmark to be 5.

The main factor that influences your grade is your weighted average, which I will calculate as follows:

Module 1	Module Test	25
Module 2	Word Processing Assignment	15
	Module Test	10
Module 3	Spreadsheet Assignment	15
	Module Test	10
Module 4	Slide Presentation Assignment	10
Module 5	Database Assignment	10
	Module Test	5
TOTAL		100

That weighted average translates roughly into the 9-point system as follows:

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