



Grande Prairie Regional College

School of Business

Department: Business Administration and Commerce

COURSE OUTLINE – FALL 2007

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

Instructor Gwen Hoyseth

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Office Hours Mondays & Wednesdays
10:00 -11:30 or by
appointment

Prerequisite:

None

Required Text/Resource Materials:

Grauer, R., etal. (2007). Microsoft Office 2007, Brief Pearson_Prentice Hall, New Jersey 07458.

Description:

This course is a practical introduction to the software applications most commonly used in business. Students will develop a basic working knowledge of a desktop operating system and a suite of business software applications that will include file management, word processing, spreadsheet, presentation and data base management.

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:

The objectives of the course are:

1. to build effective practical skills in a variety of standard business computer applications including file management, word processing, spreadsheet, presentation, and database management
2. to demonstrate an understanding of standard computer terminology
3. to build an effective working knowledge of the use and application of computers in the solving of business problems

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.

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Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4	95 – 100	EXCELLENT
A	4	90 – 93	
A⁻	3.7	85 – 89	FIRST CLASS STANDING
B⁺	3.3	80 – 84	
B	3	76 – 79	GOOD
B⁻	2.7	72 – 75	
C⁺	2.3	68 – 71	SATISFACTORY
C	2	64 – 67	
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 6	General Introduction/Essential computing concepts
September 10	Essential computing concepts/ Windows XP
September 17	Word Processing
September 24	Word Processing
October 1	Word Processing
October 8	Spreadsheets
October 15	Spreadsheets
October 22	Spreadsheets
October 29	Spreadsheets
November 5	Data bases
November 12	Data bases
November 19	PowerPoint
November 26	PowerPoint
December 3	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.