INTRODUCTION TO COMPUTING
BA 1150
BUSINESS ADMINISTRATION
GRANDE PRAIRIE REGIONAL COLLEGE

Fall **1993 Syllabus**   **5 hr/week**   **Prof. John Barach**

1A DESCRIPTION OF THE COURSE

This course will acquaint you with some of the terms, concepts, and software commonly used in the field of business micro computing. You will be introduced to DOS and the popular software packages WordPerfect® 5.1 and Lotus 1-2-3® version 2.2 with their application and uses in solving business problems.

2A OBJECTIVES OF THE COURSE

1B   *Cognitive* — What you should know and understand

     1C   By the end of this course you should know basic computer technical terms and their definitions

     2C   You should be able to identify basic parts of the computer, auxiliary equipment, and their interaction

     3C   You should know the basic functions of WordPerfect®

     4C   You should know the basic functions of Lotus 1-2-3®

2B   *Affective* — What you should feel and appreciate

     1C   You should sense the need for further study (both formally and informally) in the area of computers and their software.

     2C   You should appreciate the value of having acquired the basics in computers

3C   You should feel less intimidated by computers and those who are proficient with them.

4C   You should anticipate changes in future software programs

5C   You should desire to encourage others to increase their understanding and appreciation for computers and software.

3B   *Synectic* — What problems you should be able to solve.

      1C   You should be able to format floppy disks, create new directories, view directories, manipulate files, and make/recover backups

      2C   You should be able to use the basic functions of WordPerfect® 5.1 for DOS including the following: entering and moving text; using tabs and indents; searching and replacing; setting up special configurations (including special keyboards); retrieving and saving text in several formats; creating columns and tables; selecting fonts, attributes, and graphics; performing merges and sorts; creating labels; checking text for spelling; selecting thesaurus alternatives; creating and performing simple macros; and printing the resultant text in either portrait or landscape.

      3C   You should be able to use the classic functions of Lotus 1-2-3® including the following: designing a worksheet; entering and adjusting data; creating formulas; selecting fonts and attributes; retrieving and saving data; creating and displaying graphic charts of the data; determining "what-if" tables; and printing the resultant information.

4B   *Conative* — What you can do with these basic insights, attitudes and skills

      1C   You should be able to read extensively in the area of computers and evaluate the merit of various programs so that you spend money only on those programs which will be truly useful to you.

2C You should be able to mention to your boss or prospective employer that you are not merely computer literate, but computer functional — particularly in WordPerfect® and Lotus 1-2-3®

3C You should be able to use these software products in your personal correspondence and record-keeping.

4C You should be able to help others who are going through the struggles of learning computer programs.

3A REQUIREMENTS OF THE COURSE

1B Mid term examination (30% of course grade)

2B Final examination (40% of course grade)

3B **Due Nov. 27.** Read the two text-books and submit a 1000 word report on each book. 50% of the report should be summary (what is the book about?), 30% analysis and interaction (how well did the author communicate?), and 20% personal evaluation (what is your personal assessment of the book and its worth?). Each book report should be typed and printed using WordPerfect®. You must include at least two footnotes which use a different font from the main text and use a hanging indent. The text will include footers or headers, suppressed initial first page numbering, and italicized book titles. (10% each of course grade)

4B **Due Nov. 27.** Prepare a spreadsheet using Lotus® which details the amount of gasoline and cost for Mr. Carter Smith's automobile for one year. The car was not new, but it was driven at least 20,000 km. For one month Mr. Smith and family took a vacation in the United States and put on 2300 miles there. The spreadsheet must show gasoline costs which reflect a measure of variety per litre (and per US gallon) at a reasonable rate. Keep track of the number of litres per 100 km, miles per Imperial gallon, miles per US gallon, and cost per

litre for each day the car was filled with gas. Also keep track of the average of the last five entries as well as a running average. Remember the difference in US/Canadian dollar. Also indicate average cost per day, cost per month, cost per day. Using this data, create at least three meaningful charts which demonstrate three different styles of charts. (10% of course grade)

4A CLASSROOM PROCEDURES FOR THE COURSE

1B Class attendance. You will be expected to attend class on a regular basis. If you have more than 6 inexcusable absences, you may not be permitted to write the final examination. Please ensure that you are in class on time.

2B All assignments must be submitted on time and in an acceptable format using WordPerfect® or Lotus 1-2-3® unless otherwise noted.

3B Assignments are expected to use standard English grammar. Spelling should be flawless (after all, you have the advantage of a spell checker).

4B Although you may obtain assistance from other students in classroom work, all assignments must be done only by you.

5B Please purchase at least three floppy diskettes compatible to your home computer and the school computer.

6B Because I do not live in Grande Cache, you can contact me by phoning 568-4350 (if I am not at home, please leave a message on my answering machine — be sure to identify yourself as a student in the computer course) or writing to me at Box 99 Sexsmith, AB T0H 3C0.

5A TEXTBOOKS FOR THE COURSE

Campbell, Mary. 1, 2, 3. Release 2.2 Made Easy Osborne McGraw-Hill Book Company, 1990.

Benoit, Nicole and Pierrette Finnerty. Word Processing — WordPerfect
Version 5.1 Benoit Matteau Publishing, 1990.

6A CONTENT OF THE COURSE

1B   The first part of this course will introduce you to some basic terms in computing. We will identify the various parts of the computer giving their proper name. We will learn how to format diskettes (in different configurations), name files, create directories, and copy files.

2B   The second part of this course will consider WordPerfect®. Lectures will be coupled with hands-on assignments which will help you learn the various functions of word processing.

3B   The third part of this course will consider Lotus 1-2-3®. Lectures will be combined with hands-on assignments which will help you to enter data and formulas and create graphic pictures of the result.