Grande Prairie Regional College
Department of Business

COURSE OUTLINE – Winter 2008

BA 1150- 5(3-0-2)UT – Introduction to Computers in Business

Instructor	Kelly Coulter	**Phone**	539-2824 (office)
Office	C415	**E-mail**	kcoulter@gprc.ab.ca
Office Hours	M – W 10:00 – 12:00	**Class:**	Lab A307

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Grauer. R. et al., Office 2007 Vol I 2nd Ed. Pearson Prentice Hall

Supplies:

USB Drive
5 Manila file folders and labels

Description:

This course is intended to familiarize the student with the use and application of computers in the solving of business problems. Students will be expected to develop a working knowledge of Microsoft Word, Excel, Access, and PowerPoint. This course also introduces the student to the Internet, Windows, and computer terminology.

Objectives:

1. Apply the appropriate software program to produce intermediate level office documents in accordance with business standards and within acceptable time limits.
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
4. Maintain a professional file management system.

Credit/Contact Hours:

This is a 3 credit course with 5 hours per week; all of which occur in the computer lab.

Delivery Mode(s):

The course work includes a combination of lectures and labs. This course will cover a large volume of material. Students are expected to attend all classes and unless it is unpreventable, to be in class on time. For some students, the material will be completely new, while others will have a background in various aspects of the material presented. Most concepts are covered in class time, however not all assignments can be completed in class time. Students are responsible for completing assignments outside of class time when necessary. If you are ill, please call your instructor and have a classmate inform you of the work covered that day.

Grading Criteria:

The grading system employed in this course will be:

Assignments, Projects & Quizzes	20%
Module Exams	45%
Powerpoint	10%
Final Examination	25%

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Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A$^+$	4	90 – 100	EXCELLENT
A	4	85 – 89	
A$^-$	3.7	80 – 84	FIRST CLASS STANDING
B$^+$	3.3	76 – 79	
B	3	73 – 75	GOOD
B$^-$	2.7	70 – 72	
C$^+$	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C$^-$	1.7	60 – 63	
D$^+$	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

Statement on Plagiarism:

Plagiarism will not be tolerated. Please ensure you read and understand the College policy on plagiarism as published in the Calendar. The penalty for plagiarism is SEVERE. It can consist of EXPULSION from the program and institution or receiving a grade of ZERO on a course. 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.

TENTATIVE SCHEDULE:

Week 1   *Computer Concepts and Office Fundamentals*
- Opening and saving a file, selecting text to edit, inserting and changing text
- Moving and copying text, finding and replacing text
- Understanding computer terminology and knowing the specifications when buying a computer

Week 2 – Week 5   *Microsoft Word Introduction and Intermediate levels*
- Setting margins and specifying page orientation, inserting page breaks, adding page numbers, inserting headers and footers, creating sections, inserting cover pages, using find and replace, checking spelling and grammar, print options, customizing Word
- Applying font attributes, highlighting text, controlling word wrapping, copying formats using format painter, tabs and borders, columns, creating table of contents
- Inserting and formatting tables, sorting and applying formulas to table data, inserting clip art and images to documents, inserting word art and symbols
- Inserting comments in a document, tracking changes in a document, viewing documents side by side, mail merges
- Producing business correspondence

Week 6 – Week 9   *Microsoft Excel Introduction and Intermediate levels*
- Describing and using symbols and order of precedence, displaying cell formulas, inserting and deleting rows and columns, using cell ranges, move, copy paste and auto fill cells, formatting and managing worksheets, page options for printing
- Creating and copying formulas, using relative and absolute cell addresses, using auto sum, inserting basic statistical functions, using date functions, using the IF function, using the VLOOKUP function, using the PMT function, using the FV function
- Choosing a chart type, creating a chart, modifying a chart, enhancing a chart with graphic shapes, embedding charts, printing charts
- Freezing rows and columns, hiding and unhiding rows columns and worksheets, protecting a cell and worksheet, sorting and filtering data

Week 10 Week 13   *Microsoft Access Introduction and Intermediate levels*
- Creating filters, sorting table data on one or more fields, knowing when to use Access and Excel to manage date, using the relationship window, understanding relational power
- Designing data, creating tables, understanding table relationships, sharing data with Excel, establishing table relationships, creating a query, specifying criteria for different data types, copying and

running a query, using the query wizard
- Understanding the order of precedence, creating a calculated field in a query, creating expressions with the expression builder, creating and editing access functions, performing date arithmetic

Week 14   *Microsoft PowerPoint*
- Using slide layouts, applying design themes, reviewing a presentation, adding a table and clip art, using transition and animation, adding sound