

**GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF BUSINESS ADMINISTRATION**

SEP 13 2000

BA 1150

INTRODUCTION TO COMPUTERS IN BUSINESS

**COURSE OUTLINE
FALL 2000**

- INSTRUCTOR:** Kamelia Djonova
Office: E 401 Tel: 539-2019
Res. Phone #: 539-0224
E-mail: studio29@telusplanet.net
- OFFICE HOURS:** Monday & Wednesday 1:30 to 3:00 p.m. E 401 (last station on the left side) or by appointment
- COURSE MATERIALS:** Notes & Lecture material to be distributed in class
Three 1.44 MB floppy diskettes
- PREREQUISITES:** None

**COURSE DESCRIPTION
AND OBJECTIVES:**

This course will introduce the most common computer hardware and software related concepts and terminology, thus providing the students with the necessary knowledge and understanding of the role of microcomputers in problem solving in business. The students will be familiarized with the basic characteristics and features of PCs and how they relate to optimal computer performance to meet specific business requirements.

Application software covered in this course will include Microsoft Word 97, Microsoft Excel 97, and Microsoft Power Point 97. Students will be expected to gain and demonstrate working knowledge in the above applications. In addition, a brief coverage of the Internet Explorer and how to use it to access the World Wide Web will be provided.

COURSE POLICIES:***Attendance:***

Students are expected to attend all classes. If a student misses a particular class, he or she will be responsible for arranging to obtain any material or assignment that was handed out during that class.

Assignments:

Every assignment is to be handed in at the beginning of the class on the due date. Assignments handed in late without the instructor's permission being granted prior to the due date will be marked with a penalty of 10% per day.

GRADING:

Word & Internet Assignment		10%
Excel Assignment		10%
PowerPoint Assignment		5%
2 Exams	25% each	50%
Final Exam		25%
TOTAL		100%

GPRC uses the following 9-point grading scale:

90 – 100%	9	superior
80 – 89	8	excellent
72 – 79	7	very good
65 – 71	6	good
57 – 64	5	fair
50 – 56	4	poor
45 – 49	3	failure
26 – 44	2	failure
0 – 25	1	failure

WELCOME TO BA 1150 !