GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF BUSINESS ADMINISTRATION

BA 1150

INTRODUCTION TO COMPUTERS IN BUSINESS

COURSE OUTLINE
FALL 2001

INSTRUCTOR: **Kamelia Djonova**
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OFFICE HOURS: Friday 10:30 to 11:30 a.m. or by appointment

COURSE MATERIALS: Notes & assignments to be distributed in class
Two 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.

System software covered in this course will consist of
Windows 98, application software will include *Microsoft
Word 2000, Microsoft Excel 2000, and Microsoft Power
Point 2000.* Students will be expected to gain and
demonstrate working knowledge in the above applications.
In addition, a brief coverage of the basics of the World
Wide Web and its accessing 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	20% each	40%
Final Exam		35%
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.