

GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

BA 1150: FAST TRACK VERSION

INTRODUCTION TO COMPUTERS IN BUSINESS

Instructor: Sandra Deuchar

TEXTS: Microsoft Office Professional - Essentials, Mary Kelly & Suzanne Weixel, Que College Publishing, 1995. (Usage 100%)

PREREQUISITE: Nil

COURSE DESCRIPTION: This course is intended to familiarize the student with the use and application of micro computers in the solving of business problems. Students will be expected to develop a working knowledge of Microsoft Word 6, Microsoft PowerPoint, and Windows 3.11. Students will also be introduced to Microsoft Excel and Microsoft Access.

COURSE OUTLINE: Over the past few years both the public and private sectors have moved to streamlining their operations, often by reducing the complement of staff personnel which they employ. This move to the more efficient use of human resources has resulted in managers frequently being required to perform duties that were formerly performed by secretaries and stenographers. Indeed, it is no longer uncommon to see managers preparing their own reports and typing their own memos. To meet these changing trends, graduates of this Business Administration program are expected to be fully conversant with word processing, presentation software, spreadsheets, data bases, and other microcomputers software products.

To help promote a high level of computer proficiency, students are encouraged to use the computer where applicable, when completing assignments in all courses.

A major weakness of many micro computer users is their inability to understand terms and concepts associated with their micro systems. For example, employees who regularly use and make decisions regarding micro computers, often do not understand the difference between RAM and ROM.

To overcome this "shortcoming", lectures in this course will serve to reduce some of the mystique associated with computer hardware.

GRADING: As you can see, this course will cover a large quantity of material. For some students, this material will be completely new while others will have a background in various aspects of the material presented.

To help ensure that students have a full understanding of ALL the course material presented, and to reduce the problems that are created when students are absent, and at the insistence of a large percentage of the Business Administration student body, please note the following:

1. Students will be expected to attend class on a regular basis. Any student having more than six (6) inexcusable absences may not be allowed to write the final exam.
2. In addition, unless unpreventably detained, students are expected to be in class "ON TIME".
3. All assignments must be submitted, on time and in an acceptable format.
4. A final grade will not be assigned until all assignments have been submitted.
5. All assignments must be submitted using the software taught in this course unless otherwise noted.
6. Assignments with an inordinate number of spelling errors, which display poor grammatical style or which otherwise seem carelessly prepared will be returned significantly penalized or ungraded.
7. Although I encourage students' assist each other, all assignments must be individually done. In the past there has been some problems with students working in collaboration with each other and then submitting identical solutions.

YOU ARE EXPECTED TO DO YOUR OWN WORK!

MISSED TEST POLICY: Any missed test will result in an absent/fail from course, in accordance to College policy, unless prior arrangements have been made with the instructor (e.g. phone call the night before). The instructor reserves the right to refuse permission to write at a later date. **NO EXAMS WILL BE WRITTEN MORE THAN ONE WEEK PAST THE ORIGINALLY SCHEDULED DATE** (except in exceptional circumstances (e.g. prolonged hospitalization)).

Course credit will be determined on the following basis:

Mid term Exam	25%
Final Exam	35%
Assignments (4 major)	20% (5% each)
Two Article Reviews	10% (5% each)
Attendance/Lab/Class Work	10%
	100%

Conversion to percentages to the 9-point system will be as follows:

90% - 100%	9	
80% - 89%	8	
72% - 79%	7	
65% - 71%	6	
57% - 64%	5	
50% - 56%	4	
45% - 49%	3	Failure
26% - 44%	2	
0% - 25%	1	

**"PLEASE REMEMBER, I DO NOT DETERMINE YOUR GRADE, I SIMPLY
RECORD IT"**

MATERIALS:

- A. Please purchase a 3 inch three ring binder for class notes.
 - B. Please purchase three (3) - 3 1/2 inch High Density, 1.44 MB (formatted) diskettes
 - C. It is recommended you purchase a small hard diskette carrying case
- **Please bring all your disks to every class. Any disks used during class must be virus checked before use in the lab and after use in the lab. It is advised that you refrain from using class disks in any micro computer outside the lab.**

It is YOUR RESPONSIBILITY TO ENSURE THAT YOU RECEIVE ANY NOTES GIVEN IN CLASS OR ANY HANDOUTS. Should you be absent when they are distributed, please make arrangements with a classmate to obtain a copy for you.

Be prepared to work in the lab, on assignments, and on your own, outside the normal class time. Make sure that you check on lab availability, and make arrangements to use the lab when it is available. Assignments will be handed out well in advance. There will be no excuse for late assignments. **ALL ASSIGNMENTS ARE DUE AT THE BEGINNING OF CLASS ON THE DUE DATE.**

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