

GRANDE PRAIRIE REGIONAL COLLEGE  
DEPARTMENT OF BUSINESS ADMINISTRATION  
SLAVE LAKE  
COURSE OUTLINE

F 92

BA 1150 - INTRODUCTION TO COMPUTING

- INSTRUCTOR:** Scott Moffatt  
Office: A141  
Telephone: 849-8633 (work)
- COURSE HOURS:** Mon, Wed, Thurs, Fri - 10:10 - 11:20, room A225  
Mon, Wed, Thurs, Fri - 11:30 - 12:40, room A225
- TEXT:** Word Processing: WordPerfect Version 5.1, Nicole Benoit, Pierrette Finnerty; Benoit-Matteau Publishing, Trois Rivieres: 1990.  
1-2-3 Release 2.3 Made Easy, Mary Campbell; Osborne McGraw-Hill, Toronto: 1991.
- PREREQUISITE:** Nil.
- COURSE DESCRIPTION:** This course is intended to introduce the student to the field of micro computing and develop student skills with two widely used software packages. Initially, we will focus on microcomputing related concepts and terminology to provide a general background on the field. The majority of the course will be spent on two popular software packages: WordPerfect and Lotus 1-2-3.
- COURSE OBJECTIVES:** There are three distinct segments of this course that have their individual objectives:
- 1) to improve students' general knowledge of and confidence with important terminology and issues in the field of microcomputing.
  - 2) to learn the basic elements of WordPerfect 5.1 so that students can produce documents using this word processing system without difficulty, and
  - 3) to gain skill using the key functions and commands for Lotus 1-2-3.
- Computer literacy and basic computer skills are absolutely essential in today's business world. The skills that students develop in this course will put them in a position to work with computers now. The knowledge that students acquire will allow them to learn more and more quickly about computers in the future.

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GRADING:	Final Exam	35%
	Mid Term Exam	20%
	Assignments	20%
	2 Quizzes	10%
	2 Article Reviews	10%
	Participation	5%
		<u>100%</u>

The standard translation from percentage to stanine will apply to this course.

Assignments must be submitted using WordPerfect 5.1 or Lotus 1-2-3 unless otherwise noted.

### COURSE CONTENT:

#### Section 1: Introduction to Microcomputing

A range of practical topics will be covered including computer purchase criteria, micro/mainframe computer concepts, primary and secondary storage devices, and binary/octal/hexadecimal number systems. Approximately 2 week will be spent on this segment. There will be a quiz at the end of the period.

#### Section 2: WordPerfect 5.1

Major functions including creating, changing, spell checking, rearranging, and improving word processing files will be covered. Approximately 5 weeks will be spent on this segment. The Mid Term exam will come at the end of this section.

#### Section 3: Lotus 1-2-3

Spreadsheet, graphics, and database concepts will be discussed at length. Approximately 7 weeks will be spent on this segment. The two article reviews and a quiz will come during this period.

Students will benefit from sharing their skills and knowledge with each other, especially with WordPerfect and Lotus 1-2-3. I encourage you to help each other learn how to use these software packages. At the same time, it is important that students complete their assignments individually. Remember, your goal for this course is to learn how to use WordPerfect and Lotus 1-2-3 so overreliance on peers will not help you in the long term.

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The Mid Term and Final Exams will be a combination of short answer questions and practical, hands on problems. Each part will comprise 50% of the overall test grade.

Article review guidelines will be distributed later in the course.

GRANDE PRAIRIE REGIONAL COLLEGE  
SLAVE LAKE CAMPUS  
COMPUTER LAB RULES

1. Only students registered in microcomputing courses will be permitted in the lab or access to the equipment and materials. Exceptions will be made only upon prior written approval of an instructor teaching a microcomputer course.
2. Because the hard disk drives are prone to being easily damaged, system units must not be moved around on the desk.
3. Eating, drinking, and smoking are expressly forbidden in the lab. Anyone ignoring this rule may be asked to leave.
4. When finished, system users must clean up their work stations and dispose of all the trash.
5. Because the lab is intended as a computer study/work area, discussions should be quiet and kept to a minimum.
6. Students must vacate the lab at least 10 minutes prior to the beginning of a scheduled class.
7. Equipment problems should be reported immediately to the lab assistant or an instructor.
8. Because of the vendor/college licensing agreements, application software on the hard disk drive must not be copied for transfer to other computing systems.
9. Materials, manuals and equipment must not be removed from the lab without permission from the instructor or lab assistant.
10. PARK THE SYSTEM BEFORE TURNING IT OFF.
11. Violation of lab rules may result in the loss of lab privileges.