

**GRANDE PRAIRIE REGIONAL COLLEGE  
BUSINESS ADMINISTRATION  
COURSE OUTLINE  
FALL 1993**

**INTRODUCTION TO COMPUTING - BA 1160**

**INSTRUCTOR:** Scott Hunter-Moffatt  
Office: A141  
Tel: 849-8633

**COURSE HOURS:** Mon, Wed, Fri - 8:45 a.m. to 10:15 a.m., room A225

**MATERIALS:** Computing Essentials, (Annual Edition, 1993-94), T.J. O'Leary, B.K. Williams, L. O'Leary; Mitchell McGraw Hill; 1993.

Word Processing: WordPerfect Version 5.1, Nicole Benoit, Pierrette Finnerty; Benoit-Matteau Publishing, Trois Rivieres; 1990.

1-2-3 Workbook (To Be Announced)

3 - 3.5 inch, 1.44 Megabyte diskettes

**PREREQUISITE:** Nil

**COURSE  
DESCRIPTION:**

This course is intended to introduce the student to the field of microcomputers and develop student skills with two widely used software packages. In Section one of the course, we will focus on basic computer concepts as well as DOS. The second section will be on WordPerfect 5.1 for DOS. The third section will be on Lotus 1-2-3 release 2.3.

**COURSE  
OBJECTIVES:**

By the end of the course, the student will be able to:

- 1) discuss basic microcomputers concepts and issues,
- 2) describe microcomputer hardware,
- 3) use WordPerfect 5.1 for DOS to create business reports, research papers, and other documents with basic formatting features, and
- 4) use Lotus 1-2-3 to solve basic business problems that require quantitative analysis.

Students will learn how to produce, format, and edit documents and spreadsheets. In addition, you will learn the terminology and theory related to the use of these software packages and in the microcomputers field in general.

## BA 1150 - Introduction to Computers

2

Computer literacy and basic computer skills are essential in today's business world. The skills that students develop in this course will put them in a position to use computers right now. The knowledge that students acquire will allow them to learn more - and more quickly - about computers in the future.

**GRADING:**

Final Exam	25%
Mid Term #1	20%
Mid Term #2	25%
Assignments	10%
2 Quizzes	10%
1 Class Report	5%
Participation	<u>5%</u>
	100%

Your percentage grade will be translated to a score on a 9 point scale according to the following schedule:

90% or above	9	
80% to 89%	8	
72% to 79%	7	
65% to 71%	6	
57% to 64%	5	
50% to 56%	<u>4</u>	PASS
45% to 49%	3	FAIL
40% to 44%	2	
25% to 39%	1	

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

**COURSE  
CONTENT:****Section 1: Introduction to Microcomputers**

A range of practical topics will be covered including computer hardware, common terminology, computer purchase criteria, and DOS. Basic DOS commands and its role in a computer system will be covered. Approximately three weeks will be spent on this segment at the end of which there will be the first Mid Term Examination.

## BA 1150 - Introduction to Computers

3

**Section 2: WordPerfect 5.1 for DOS**

Major functions including creating, editing, and enhancing documents will be covered. Approximately 5 weeks will be spent on this segment. There will be a quiz mid-way through this section. The second Mid Term Exam will come at the end of this section.

**Section 3: Lotus 1-2-3 Release 2.3**

The bulk of this section will be spent learning how to create spreadsheets. Basic commands will be emphasized. At the end of the course, graphics concepts will be introduced. Approximately 5 weeks will be spent on this segment. There will be a quiz mid-way through this section. The final exam will come after this section has been completed and will cover Lotus 1-2-3 only.

**COMMENTS:**

It will often be necessary for students to share computers during classroom activities. I encourage you to help each other learn how to use these software packages. At the same time, it is imperative that students complete their assignments individually. Remember, your goals for the course are to learn how to use WordPerfect 5.1 and Lotus 1-2-3, and overreliance on peers will not help you achieve this goal.

The exams will not be cumulative. The WordPerfect and Lotus 1-2-3 exams will be in two parts. The first part will be a pen and paper, theoretical test. The second part will be a practical, hands on test at the computer. Each part will be weighed equally when it comes to determining your test grade.

The Class Reports will be given verbally at the start of class and the report will be handed in for marking. Starting in mid-October, one student will give her report per class. This should give you enough time to gain some confidence and knowledge about the field.

The Participation mark will be determined in consultation with each individual student. It will be based on attendance, on time submission of assignments, and related criteria.

In the past there have been problems created when students who were absent delay the class because:

- 1) they do not know the material presented in their absence,
- 2) they do not have a necessary handout, or
- 3) they did not know about an assignment.

**BA 1150 - Introduction to Computers**

4

To minimize these problems:

- 1) students having more than 6 inexcusable absences may not be permitted to write the final exam,
- 2) students are expected to be in class **ON TIME**,
- 3) all assignments must be submitted on time,
- 4) a final grade will not be given until all assignments have been submitted.

**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 microcomputing 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 Computer Services or an instructor.
8. Because of the vendor / college licensing agreements, application software on the hard disk 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 someone from Computer Services.
10. Violation of lab rules may result in the loss of lab privileges.