



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

***BA 1150 (5-0-3 credits)***  
**Introduction to  
Computers in Business**

**INSTRUCTOR:** Trevor Thomas  
Office: C-309                      Office Hours: By appointment  
Office Phone Number: 539-2824  
E-Mail: [tthomas@gprc.ab.ca](mailto:tthomas@gprc.ab.ca)

**TEXT:** Exploring Microsoft Office XP Professional- Volume 1  
Robert T. Grauer & Maryann Barber

**PREREQUISITES:** None

**COURSE**

**DESCRIPTION:** This course is intended to familiarize the student with the use and application of computers in the solving of business problems. Students will be expected to develop a working knowledge of Microsoft Word, Excel, Access, and PowerPoint. This course also introduces the student to the Internet, Windows, and computer terminology.

**COURSE**

**OUTLINE:** Over the past few years both the public and private sectors have moved to streamline their operations. This is often done 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, spreadsheets, databases, and presentation software along with other microcomputer software products.

Students are encouraged to use the computer where applicable, when completing assignments in all courses.

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

To overcome this “shortcoming” lectures in the later part of this course will serve to help reduce some of the mystique associated with the computer hardware.

**GRADING:**

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

To help ensure that students have a full understanding of ALL 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 somehow detained, students are expected 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 or grammatical errors or which otherwise seem carelessly prepared will be returned significantly penalized or ungraded.
7. Although I encourage students assisting 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 solution.

**PLAGIARISM:** The penalty for plagiarism is SEVERE. It can consist of EXPULSION from the program and institution or receiving A grade of ZERO on a course. DON'T do it!!

Course credits will be determined on the following basis:

<b>Computer Concepts</b>	<b>15%</b>
<b>Word Exam</b>	<b>15%</b>
<b>Excel Exam</b>	<b>15%</b>
<b>Access Exam</b>	<b>15%</b>
<b>Powerpoint</b>	<b>10%</b>
<b>Final Exam</b>	<b>30%</b>

**MATERIALS:**

Please purchase three (3) - 3 1/2" High Density, 1.44 MB (formatted) diskette. To be used EXCLUSIVELY for this class.

- **If you have any questions or concerns at any point during the year or would like to arrange a meeting with me, please do not hesitate to call my office. If I am not in, leave a message on my voice mail. Don't wait until you are drowning to call.**