



Grande Prairie Regional College
School of Business
Department: Business Administration and Commerce

COURSE OUTLINE – ONLINE

BA 1150- 5(3-2-0)UT – Introduction to Computers in Business

Instructor	Trevor Thomas	Phone	539-2824 (office)
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Office Hours	Tuesday and Thursday 10:00 – 11:30 am or by appointment		

Prerequisite:

None

Required Text/Resource Materials:

Grauer, Microsoft Office 2007: Prentice-Hall, 2007.

THE TEXT WILL BE USED EXTENSIVELY.

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.

Business Administration and Commerce Department

Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4	90 – 100	EXCELLENT
A	4	85 – 89	
A ⁻	3.7	80 – 84	FIRST CLASS STANDING
B ⁺	3.3	76 – 79	
B	3	73 – 75	GOOD
B ⁻	2.7	70 – 72	
C ⁺	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C ⁻	1.7	60 – 63	
D ⁺	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

1.

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:

Computer Concepts	15%
Word Exam	15%
Excel Exam	15%
Access Exam	15%
Powerpoint	10%
Final Exam	30%