

GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

BA 1150

INTRODUCTION TO COMPUTERS IN BUSINESS

TEXTS: COMPUTING ESSENTIALS (Annual Edition, 1993 - 1994), Timothy J. O'Leary, Brian K. Williams, and Linda O'Leary; Mitchell McGRAW-HILL Book Company; 1993.

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

LOTUS® 1-2-3® A Tutorial (Second Edition), Ruth Yaron Cicilioni; West Publishing Company; 1993.

PREREQUISITE: Nil.

COURSE DESCRIPTION: This course is intended to acquaint the student with some of the terms, concepts, and software commonly used in the field of business micro computing. Students will be introduced to the popular software packages WordPerfect 5.1 and Lotus 1-2-3 and their application and uses in the solving of business problems.

COURSE OUTLINE: I. A major weakness of many micro computer users is their inability to understand terms and concepts associated with their micro system. For example, employees who regularly use and make decisions regarding micro computers for the firms they work for, do not understand the difference between dynamic RAM and static RAM chips. The purpose for upper memory, extended memory, expanded memory, and cache memory or the meaning of ISA, MCA, EISA often bewilder them. This is not to mention terms like Dot pitch, Baud rate, ROM BIOS and the list goes on and on.

The initial lecture sessions will serve to help reduce some of the mystique associated with computer hardware.

II. Currently one of the most popular word processing products in use today is WordPerfect 5.0, 5.1, and the recently issued 6.0 produced by the WordPerfect Corporation. This software has become the cornerstone of word processing and, although challenged by a variety of other excellent software products, has maintained its dominance as the number one WP system in both the private and public sectors. (Others include, MSWORKS, WORDSTAR, DESKMATE, and PFS: FIRST CHOICE.)

III. Like WordPerfect, Lotus 1-2-3 is "arguably" the most popular Spreadsheet software package used in business today. (Please see: Quattro Pro from Borland.) Although, not a complicated program to learn and use, it does have over 110 commands and 40 functions. In addition, there is a variety of concepts and techniques associated with the application of these commands and functions, which requires time and guidance if one is to master them.

Herein, then lies the three major objectives of this course:

- (a.) first, to familiarize the student with some of the fundamental terms and ideas associated with micro computing hardware,
- (b.) secondly, to acquaint the student with some of the principal features of WordPerfect,
- (c.) and thirdly, introduce the major commands and functions of Lotus 1-2-3.

GRADING: As you can see, this course will cover a large volume 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, who were absent,

- i) delay the progress of the class because they do not know the material presented during their absence,
- ii) delay the class because they do not have a necessary handout,
- iii) delay the class because they didn't know of an assignment, and the like,

PLEASE NOTE THE FOLLOWING:

1. Students will be expected to attend class on a regular basis. Any student having more than 6 inexcusable absences may not be permitted 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 given until all assignments have been submitted.
5. All assignments must be submitted using WordPerfect and/or Lotus 1-2-3 ONLY, unless otherwise noted.

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.*

Although, I encourage students assist each other, all assignments must be individually done.

Course credit will be determined on the following basis:

Mid term Exam	30%
Final Exam	40%
Assignments	20%
Two Article Reviews	10% (5% each)
	<u>100%</u>

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

90 - 100%	9
80 - 89%	8
73 - 79%	7
66 - 72%	6
57 - 65%	5
50 - 56%	4
45 - 49%	3
26 - 44%	2
0 - 25%	1

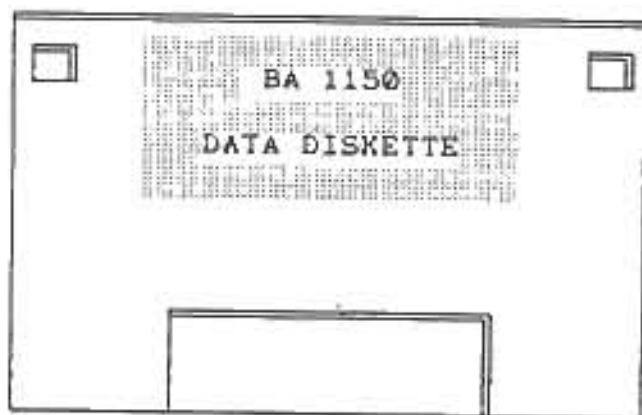
Failure

"I DO NOT DETERMINE YOUR GRADE, I SIMPLY RECORD IT"

- MATERIALS:
- A. Please purchase a 3" three ring binder for class notes.
 - B. Please purchase three (3) - 3^{1/2}" High Density, 1.44 MB (formatted) or 2.0 MB (unformatted) diskettes.

These diskettes have 2 recording sides (often referred to as "Double Sided"), 80 tracks per side, 135 tracks per inch.

The correct diskettes have two windows at one end of the diskette.



This window has a black "write enable switch" on the back of the diskette.

Disk Handling

When handling a diskette please note the following:

- Do Not touch the Read/write slot of the diskette.
- Do not bend the diskette.
- Keep the diskette away from magnetic fields. Avoid diskette contact with the computer monitor, magnets, xray machines as may be found in airports, TV etc.
- Keep the diskette at room temperature - 10°C to 45°C
- Avoid the diskette coming in contact with dust particles, smoke particles, or any other contaminants.
- Always store the diskette in vertically. Do not lay it on its side.
- Do not layer the labels on the diskette as they tend to work loose and can become lodged in the drive.
- Do not use paper clips, or rubber bands on the diskette.
- Never force the diskette into the drive.

COURSE CONTENT:

SECTION ONE

This opening section of the course will introduce the student to some of the terms and concepts associated with the field of microcomputing. In addition, all students will be expected to complete a typing tutor.

Included in this section of the course is an introduction to WordPerfect 5.1.

LECTURE

LAB

Session 1 - Wednesday, September 8

1. Discuss Course Outline
2. Read Chapter 1 - 3 for Friday Sept. 10
(Computing Essentials)

Sections A, B, C

*No Labs week of
September 6 - 10.*

Session 2 and 3 - Friday/Monday, September 10/13

1. Discussion of Chapters 1 - 3 (Comp. Ess.)
2. Read Chapter 4 for Wednesday Sept. 15
(Computing Essentials)

Sections A, B, C

Week of Sept. 13 - 17

Lecture Series #1
Lab #1 - Handout.

Sessions 4/7 - Wednesday/Wednesday, September 15/22

1. Discussion of Chapter 4
2. Read Chapters 5 & 6 for Friday, Sept. 24
(Computing Essentials)

Sections A, B, C

Week of Sept. 20 - 24

Completion of Lect.
Series #1 if
required.

Lecture Series #2
Lab #2 - Typing Tutor

Read Chapters 1 to 3 of
WordPerfect Text for Lab
of Week beginning
Monday, Sept. 27

Sessions 8/9 - Friday/Monday, September 24/27

1. Discussion of Chapters 5/6 (Comp. Ess.)
2. Read Chapter 7 for Wed. Sept. 29
(Computing Essentials)

Sections A, B, C

Week of Sept 27 - Oct. 1

Complete Typing Tutor

Begin Word Perfect
"Learn" Tutorial.

Session 10 - Wednesday, September 29

1. Discussion of Chapter 7 (Comp. Ess.)
2. Read Chapters 12/14 for Friday, Oct 1.
(Computing Essentials)
3. Read Chapter 4 WordPerfect Text for Class of
Week beginning Monday, Oct. 4

Session 11/12 - Friday/Monday, October 1/4

1. Discussion of Chapters 12/14 (Comp. Ess.)

Sections A, B, C

Week of Oct. 4 - 8

Complete "Learn"
Tutorial

Begin WordPerfect 5.1

2. Read Chapter 5 - WordPerfect Text for Wednesday, October 6

SECTION TWO

This section of the course will acquaint the student with the major commands and function keys used by WordPerfect. Lectures and assignments will cover the techniques needed to create, change, spell check and rearrange word processing files.

Session 13/26 - Wednesday, October 6 to Friday November 5

SECTION THREE

This major section of the course will acquaint the student with the Lotus 1-2-3 integrated software program. Spreadsheet and Graphics concepts will be discussed at length.

LECTURE NOTES: From time to time I will supply students with a copy of my lecture notes. These notes will be made available to the class ONLY ONCE, AT TIME OF DISTRIBUTION.

Should you be absent when they are distributed, please make arrangements with a classmate to obtain a copy for you.

I will keep surplus copies in my office for as long as they last, but please do not depend on them being always available.