

INTRODUCTION TO COMPUTERS IN BUSINESS - BA 1150

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TEXT:

Exploring Microsoft Office 97 Professional, Volume I, (revised printing), Robert T. Grauer & Maryann Barber, Prentice Hall Publishing, Inc. 1998. *Reference only*

COURSE MATERIALS

One 3" Three Ring binder.
(Required, exclusive use for this course)

Three (3) 3^{1/2}" - 1.44 Mb floppy diskettes (Required)

One 3 Ring binder diskette holder
(Required)

All students *must have a Stapler* for this course.

PREREQUISITE:

There is no pre-requisite for this course.

COURSE DESCRIPTION

This course is intended to familiarize the student with the use and application of microcomputers in the solving of business problems. Students will be expected to develop a working knowledge of Microsoft Word 97, Microsoft Excel 97, and Microsoft PowerPoint 97.

COURSE OUTLINE

In both the private and public sectors, employers expect graduates of Business Administration programs to be fully conversant with word processing, presentation software, spreadsheets, databases, and other microcomputer software products.

In addition, employers expect Business Administration graduates to understand the many terms and concepts associated with their micro system. For example, employees who regularly use and make decisions regarding microcomputers often must be able to understand the difference between dynamic RAM and static RAM. Terms and expressions such as megahertz, shadow RAM, dot pitch, Baud rate, ROM BIOS and the list goes on and on are frequently encountered by computer users.

Lectures in this course will serve to help reduce some of the mystique associated with computer hardware terminology.

GRADING:

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 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 unpreventably detained, students are expected to be in class "ON TIME".
3. All assignments must be submitted, on time and in an acceptable format. (All multiple page assignments must be stapled together. No paper clips, "dog earing of pages", pins, etc. are allowed.)



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.

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.



6. Although, I encourage students assist 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 solutions. **YOU ARE EXPECTED TO DO YOUR OWN WORK!**

COURSE CREDIT

Course credit will be determined on the following basis:

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

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

90	100%	9	
80	89%	8	
72	79%	7	
65	71%	6	
57	64%	5	
50	56%	4	
45	49%	3	Failure
26	44%	2	
0	25%	1	

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

LECTURE NOTES

From time to time I will supply students with a copy of my lecture notes. Because it is awkward to continuously bring these notes to class, the notes will be made available in class **ONLY ONCE, AT TIME OF DISTRIBUTION.**

It is ***YOUR*** RESPONSIBILITY TO ENSURE THAT YOU RECEIVE ANY NOTES HANDED OUT IN CLASS.

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

If a classmate forgets to pick up a copy for you, I will place surplus copies in the mail holder fixed to my office door, but please do not depend upon them always being available.

When they are gone ***I can not make additional copies.***

