

GRANDE PRAIRIE REGIONAL COLLEGE  
BUSINESS ADMINISTRATION  
COURSE OUTLINE

SEP. 13 2001

BA 1150

INTRODUCTION TO COMPUTERS IN BUSINESS

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TEXT: EXPLORING MICROSOFT OFFICE 97 PROFESSIONAL – VOLUME 1,  
(Revised Printing), Robert T. Grauer & Maryann Barber Prentice Hall Publishing,  
Inc. 1998. Reference only

COURSE: One 3" Three Ring binder. (Required, exclusive use for this course)  
MATERIALS: Three (3) 3<sup>1/2</sup>" – 1.44 Mb floppy diskettes (Required)  
One 3 Ring binder diskette holder (Required)  
All students ***must have a Stapler*** (REQUIRED)

PREREQUISITE: Nil

COURSE DESCRIPTION: This course is intended to familiarize the student with the use  
and application of micro computers in the solving of business  
problems. Students will be expected to develop a working  
knowledge of Microsoft Word 2000, Microsoft Excel 2000, and  
Microsoft PowerPoint 2000.

In this course students will also be introduced to some of the  
hardware/software terms and concepts commonly used in the  
field of business micro computing.

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, WEB PAGES and other  
microcomputer software products.

In addition, employers expect BA 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 SDRAM and RDRAM. 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.

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



**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.
4. All multiple page assignments must be stapled together.

**No paper clips, "dog earring of pages", pins, etc. are allowed.**

5. *A final grade will not be assigned until all assignments have been submitted.*

**NO ASSIGNMENTS WILL BE ACCEPTED AFTER  
THE LAST DAY OF CLASS.**

6. All assignments must be submitted using the software taught in this course unless otherwise noted.
7. 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.
8. 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!**



## Keep Track of your own Grades

There are a number of assignments in this course and students are forever wondering, as the year continues on, exactly where they stand in the course.

### Article Reviews (10% of course grade)

Article Review Number 1    Grade \_\_\_\_\_    Number of Marks \_\_\_\_\_

Article Review Number 2    Grade \_\_\_\_\_    Number of Marks \_\_\_\_\_

### Mid Term Exam (30% of course grade)

Grade \_\_\_\_\_    Number of Marks \_\_\_\_\_

### Individual Assignments (30% of course grade)

There will be between 9 and 11 class assignments in this course.

Assignment 1 \_\_\_\_\_    Number of Marks \_\_\_\_\_

Assignment 2 \_\_\_\_\_    Number of Marks \_\_\_\_\_

Assignment 3 \_\_\_\_\_    Number of Marks \_\_\_\_\_

Assignment 4 \_\_\_\_\_    Number of Marks \_\_\_\_\_

Assignment 5 \_\_\_\_\_    Number of Marks \_\_\_\_\_

Assignment 6 \_\_\_\_\_    Number of Marks \_\_\_\_\_

Assignment 7 \_\_\_\_\_    Number of Marks \_\_\_\_\_

Assignment 8 \_\_\_\_\_    Number of Marks \_\_\_\_\_

Assignment 9 \_\_\_\_\_    Number of Marks \_\_\_\_\_

Assignment 10 \_\_\_\_\_    Number of Marks \_\_\_\_\_

Assignment 11 \_\_\_\_\_    Number of Marks \_\_\_\_\_

### Final Exam (30% of course grade)

Grade \_\_\_\_\_    Number of Marks \_\_\_\_\_

Course credit will be determined on the following basis:

Mid term Exam	30%
Final Exam	30%
Assignments	30%
Two Article Reviews	<u>10% (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	
<u>50</u>	<u>56%</u>	<u>4</u>	
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.**

