GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

BA 1150

Department Website : http://busadmin.gprc.ab.ca/

GPRC Web site: http://www.gprc.ab.ca/programs/certificateanddiploma/BusinessAdministration.html

INTRODUCTION TO COMPUTERS IN BUSINESS

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TEXT:

BA 1150 - Classroom Notes prepared by W. D. Fletcher – *Required*

MICROSOFT OFFICE 2000 – Benchmark Series, Nita Rutkosky, Paradigm Publishing Inc., 2000 *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*** (*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	10% (5% each)
	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.*