GPRC

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2019

BA 1150 (C2): Introduction to Computers in Business – 3 (3-0-1) UT 60 Hours for 15 Weeks

INSTRUCTOR: Abigail (Abby) Head	**PHONE:** 780-539-2712
OFFICE: C304	**E-MAIL:** ahead@gprc.ab.ca
OFFICE HOURS: Tuesday 11:30 AM - 12:30 PM & Wednesday 11:30 AM – 1:30 PM	

CALENDAR DESCRIPTION:

This course is a practical introduction to the software applications most commonly used in business. Students will develop a basic working knowledge of a desktop operating system and a suite of business software applications that will include file management, word processing, spreadsheet, presentation and database management.

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS:

Grauer, R. (2017). Microsoft® Office 2016 (Volume 1). Toronto, Ontario: Pearson Education, Inc.

DELIVERY MODE(S):

The course work includes lectures, class discussions, hands-on exercises, capstone exercises, assignment(s), and content review(s).

COURSE OBJECTIVES:

The primary objective of BA1150 is to improve computer skills using Microsoft® Office 2016 in business settings. Students will develop a basic working knowledge of an operating system and a suite of business software applications. Students will explore and apply the functions of file word processing, spreadsheet, presentation and database management.

LEARNING OUTCOMES:

Upon successful completion of the course, students will be able to:
- Carry out functions and tasks with word processing, spreadsheets, databases, and presentation software along with other microcomputer software products.
- Create a business presentation using PowerPoint.
- Create Word documents that utilize proper business formatting.
- Create Excel spreadsheets and Access databases that can store and manipulate large amounts of data.

TRANSFERABILITY:

Athabasca University	King's University College
Bow Valley College	Grant MacEwan University
Burman University	Southern Alberta Institute of Technology
Concordia University of Edmonton	Other (transfers in combination with other courses or to other institutions). Consult the Alberta Transfer Guide.
University of Lethbridge	

*Warning: Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities**. Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page http://www.transferalberta.ca or, if you do not want to navigate through few links, at http://alis.alberta.ca/ps/tsp/ta/tbi/onlinesearch.html?SearchMode=S&step=2

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Word	Hands-On & Capstone Exercises (4% Total) & Quizzes (14%)	18%
Excel	Hands-On & Capstone Exercises (4% Total) & Quizzes (14%)	18%
Access	Hands-On & Capstone Exercises (4% Total) & Quizzes (14%)	18%
PowerPoint	Hands-On Exercises & Assignment	10%
Final Exam	Comprehensive (All Chapters)	36%
Total		**100%**

In order to receive credit for BA 1150, you must achieve a 50 percent (50%) on the final examination, and a course composite grade of at least D (50%). You are strongly encouraged to complete all assignments and quizzes; you will receive a zero (0) for any missed assignments, quizzes and exams if not completed by the assigned deadline or in attendance.

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week 1 - 2   Computer Concepts and Office Fundamentals

- Opening & saving a file, selecting text to edit, inserting & changing text
- Moving and copying text, finding and replacing text
- Understanding computer terminology and knowing the specifications when buying a computer

Week 2 – 4   Microsoft Word Introduction and Intermediate levels

- Setting margins and specifying page orientation, inserting page breaks, adding page numbers, inserting headers and footers, creating sections, inserting cover pages, using find and replace, checking spelling and grammar, print options, customizing Word
- Applying font attributes, highlighting text, controlling word wrapping, copying formats using format painter, tabs and borders, columns, creating table of contents
- Inserting and formatting tables, sorting and applying formulas to table data, inserting clip art and images to documents, inserting word art and symbols
- Inserting comments in a document, tracking changes in a document, viewing documents side by side, mail merges
- Referencing and acknowledging sources, creating and modifying footnotes and endnotes

Week 5 – 9   Microsoft Excel Introduction and Intermediate levels

- Describing and using symbols and order of operations, displaying cell formulas, inserting and deleting rows and columns, using cell ranges, move, copy paste and auto fill cells, formatting and managing worksheets, page options for printing
- Creating and copying formulas, using relative and absolute cell references, using AutoSum, inserting basic statistical functions, using date functions, using the IF function, using the VLOOKUP function, using the PMT function, using the FV function
- Choosing a chart type, creating a chart, modifying a chart, enhancing a chart with graphic shapes, embedding charts, printing charts
- Freezing rows and columns, sorting and filtering data, designing and creating data tables, creating structured references in formulas, and applying conditional formatting.

Week 9 - 13   Microsoft Access Introduction and Intermediate levels

- Creating filters, sorting table data on one or more fields, knowing when to use Access and Excel to manage data, using the relationship window, understanding relational power
- Designing data, creating tables, understanding table relationships, sharing data with Excel, establishing table relationships, creating a query, specifying criteria for different data types, copying and running a query, using the query wizard
- Understanding the order of precedence, creating a calculated field in a query, creating expressions with the expression builder, creating and editing access functions, performing date arithmetic
- Creating forms and reports

Week 13 - 14   Microsoft PowerPoint Introduction and Intermediate levels

- Using slide layouts, applying design themes, reviewing a presentation, adding a table and clip art, using transition and animation, adding sound
- Creating a presentation using templates and creating a presentation in outline view

- Date to be scheduled by the Registrar. Final Exam will be completed in a computer lab during the examination period; **December 11-20, 2019**.
- **Do not plan activities or trips during this period.**
- **All BA1150 class sections will write final exam on date as scheduled by Registrar.**

STUDENT RESPONSIBILITIES:

Participation & Attendance:

Regular attendance is critical to success in BA 1150. Should a student be unable to attend a class, it is the student's responsibility to acquire the material missed (see Moodle) and to complete the assigned readings, in-class work, and assigned homework. Assignments, hands-on exercises, capstones and exams not submitted in Moodle drop box by the *preset deadline* will result in a grade of zero. **Assignments, hands-on exercises, capstones and exams that are *emailed after* the deadline in Moodle will not be accepted for grading.** Unexcused absences during quizzes and/or tests will result in a grade of zero.

Students are expected to attend scheduled classes, arrive on time, and remain for the duration of the activities. Arriving late or leaving early is disruptive to the entire class. Frequent tardiness or late to class may be treated as an absence when attendance is taken each class. **Students with absences in excess of 6 classes may be refused permission to write the final exam.** For more information, please refer to the Academic Regulations on Debarred From Exams at https://www.gprc.ab.ca/files/forms_documents/20192020_CalendarFinal.pdf .

Time Management:

The expectation for this course is that students read/review the text material prior to class; see white text pages for concepts/theory**.** Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in readings and exercises.

Course materials (course outline, schedule information, exercises, assignments, PowerPoints, etc.) and announcements will be available on Moodle and/or through GPRC Webmail. **Students are responsible for checking these websites regularly.**

Cell Phones:

The use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting and talking on the cell phone during class is therefore prohibited. **Cell phones must be turned off or set to silent mode during class.**

Recording:

Recording (audio, image, video) lectures or taking photos in class is prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed or displayed in any public manner.

Email

Students may contact the instructor by email or phone. Emails will be answered within one *business* day outside of stated office hours.

Email correspondence to your instructor must be sent from your GPRC student email account. Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material and/or textbook pages, etc.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at http://www.gprc.ab.ca/programs/calendar/ or the College Policy on Student Misconduct: Plagiarism and Cheating at http://www.gprc.ab.ca/about/administration/policies/

**Note: all Academic and Administrative policies are available on the same page.

<u>Plagiarism</u>

Plagiarism means submitting work (words, ideas, images, or data) in a course as if it were their own work done expressly for that particular course when, in fact, it is not. Most commonly, plagiarism exists when:

- the work submitted or presented was done, in whole or in part, by an individual other than the student (this includes having another person impersonate the student or otherwise substitute the work of another for their own in an assignment, examination, or test)
- parts of a student's work are taken from another source without reference to the original author. This includes ideas, words, and images appearing in print, digital, graphical, internet, audio and video formats
- students submit or present the work in one course which has also been submitted in another course (although it may be completely original with the student) without the prior agreement of the instructor
- clinical or laboratory reports are falsified or fabricated.

While it is recognized that academic work often involves reference to ideas, data and conclusions of others, intellectual honesty requires that such references be explicitly and clearly noted.

Instructors may choose to use online plagiarism detection services. When students submit a paper, it is understood that they are consenting to such a procedure and that they cannot claim any copyright violation should such paper be uploaded to an online plagiarism detection database.

Cheating

Cheating on tests or examinations includes, but is not limited to, the following:

- dishonest or attempted dishonest conduct such as **speaking to other students or communicating with them under any circumstances whatsoever**
- bringing into the examination room a textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner or instructor
- writing an examination, or part of it, outside the confines of the examination room without permission to do so
- consulting any person or materials outside the confines of the examination room without permission to do so
- leaving answer papers exposed to view, or any attempts to read other students' examination papers
- tampering or attempts to tamper with examination scripts, class work, grades and/or class records; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor
- impersonation of another student in an examination or other class assignment.
- **absolutely no examination materials may be removed from the examination room**. All scrap papers, answer forms and examination question sheets must be returned to the instructor. If students leave the examination room for any reason unacceptable to the instructor, they must hand in all examination materials and it will be assumed that the examination is completed.

If students voluntarily and consciously aid another student in the commission of one of these offenses they are also guilty of misconduct. Any attempt to commit academic misconduct will bear the same consequences as if the act occurred. A student who assists another student in an act or attempted act of misconduct will also be considered to have committed an offense.