



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2018

BA1150 – INTRODUCTION TO COMPUTERS IN BUSINESS – 3(3-1-0) 60 HOURS

INSTRUCTOR: Carly McLeod **PHONE:** 780-539-2946
OFFICE: C307 **E-MAIL:** cmcleod@gprc.ab.ca
OFFICE HOURS: Tues & Thurs:
10-11:20am *Or by Appointment

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT: Grauer, Exploring Microsoft Office 2016, Volume 1: Pearson, 2016. ISBN:978-0-13-432079-3

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.

CREDIT/CONTACT HOURS: BA 1150 consists of three hours of instruction and a one hour lab weekly

DELIVERY MODE(S): The class work will include lectures, class discussions, group work, and previewing and reviewing assignments.

TRANSFERABILITY:

- Athabasca University: CMIS 245 (3) or COMP 210 (3)
- Canadian University College: Option 1xx (3)
- DeVry Institute of Technology - Calgary: COMP 100 (2)
- MacEwan University: MSYS 200 (3)
- MacEwan University: MCSP 131 (3)
- University of Lethbridge, The: CPSC 1000 (3)

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.

OBJECTIVES:

- Introduce the tools of word processing, spreadsheets, databases, and presentation software along with other microcomputer software products.
- Explore techniques for composing word documents, excel spreadsheets, access databases and power point presentations.
- Highlight the importance of careful preparation and planning in the development of databases and spreadsheets.

COURSE OUTCOMES:

Upon successful completion of the course, students will be able to:

- Produce a variety of documents using Word, Excel, Access & Power Point.
- Demonstrate understanding of formulas and functions in Excel & Access.
- Construct charts, tables & visual representation of large amounts of data.
- Develop easy to read documents using Word.
- Build an effective Power Point presentation.

GRADING CRITERIA:

Business Administration & Commerce Department			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	76 – 79	
B	3.0	73 – 75	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2.0	64 – 66	
C⁻	1.7	60 – 63	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

EVALUATIONS:

Hands-on Exercises*	7.5%	Access Exam	15%
Computer Concepts	7.5%	Power point	10%
Word Exam	15%	Final Exam	30%
Excel Exam	15%		

STUDENT RESPONSIBILITIES:

- In the event that you miss a class, it is your responsibility to acquire the material missed and to complete assigned readings, in-class work and assigned homework.
- Late submission of Hands on exercises will not be accepted.
- No rewrites will be given on missed quizzes and the Mid-term. If there is an excusable absence for missing the Mid-term, the weighting of the missed exam will be added onto the final exam weighting.

STATEMENT ON PLAGIARISM AND CHEATING:

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 www.gprc.ab.ca/about/administration/policies/**

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

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week 1-2:

- Computer Concepts and Office Fundamentals

Week 3 – 5:

- Microsoft Word Introduction and Intermediate levels

Week 6 –8:

- Microsoft Excel Introduction and Intermediate levels

Week 9 - 11:

- Microsoft Access Introduction and Intermediate levels

Week 12-13:

- Microsoft PowerPoint