

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF BUSINESS ADMINISTRATION
PEACE RIVER
COURSE OUTLINE

F 92

BA 1150 - INTRODUCTION TO COMPUTERS IN BUSINESS

- INSTRUCTOR:** Debbie Kalyon (B. Ed.)
Telephone: 624-2115
- LOCATION:** Fairview College - Peace River
Tuesdays - 6:30 p.m.
- TEXTS:** Running DOS - Wolverton
Que Corporation - 1992
- Using WordPerfect 5.1 - Stewart et al.
Que Corporation - 1990
- Using Lotus 1-2-3
Developed by Que Corporation - 1991
- PREREQUISITE:** None.
- COURSE DESCRIPTION:** This course is intended to introduce the student to the basic microcomputer fundamentals, DOS, as well as the software packages: WordPerfect - Version 5.1, and Lotus 1-2-3 - Version 2.01. The student will become proficient in the usefulness of these two software packages as a means of solving business problems.
- COURSE OBJECTIVES:** With the explosion of computer usage that is occurring today, an essential outcome of any post secondary educational program is the need to ensure that students become computer literate. Computer literacy means "knowing computers". It means knowing what they are, what they can do and how their use can affect society. This course is the first step in the development of the "need to know" about computers.

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF BUSINESS ADMINISTRATION
MCLENNAN
COURSE OUTLINE

BA 1150 - INTRODUCTION TO COMPUTERS IN BUSINESS

- INSTRUCTOR:** Debbie Kalyn (B. Ed.)
Telephone: 624-2115
- LOCATION:** AVC Slave Lake - McLennan
Tuesdays and Thursdays
9:00 a.m. - 10:30 a.m.
- Labs - Tuesdays and Thursdays
- 1:00 p.m. - 2:00 p.m.
- TEXTS:** Running DOS - Wolverton
Que Corporation - 1992
- Using WordPerfect 5.1 - Stewart et al.
Que Corporation - 1990
- Using Lotus 1-2-3
Developed by Que Corporation - 1991
- PREREQUISITE:** None.
- COURSE DESCRIPTION:** This course is intended to introduce the student to the basic microcomputer fundamentals, DOS, as well as the software packages: WordPerfect - Version 5.1, and Lotus 1-2-3 - Version 2.01. The student will become proficient in the usefulness of these two software packages as a means of solving business problems.
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Lotus 1-2-3 has become one of the most popular spreadsheet software programs used in business today. Although not a difficult program to learn and use, it does have over 110 commands and 40 functions. The concepts and techniques associated with the application of these commands and functions, make Lotus a powerful business tool.

Equally as popular is the wordprocessing program, WordPerfect. It is used extensively by businesses that must produce significant numbers of documents during any one given day. Furthermore, this program allows even the novice to produce a fine quality document.

Herein lie the two major objectives of this course. Firstly, to acquaint the student with basic computing and secondly, to enable the student to apply the features of WordPerfect and Lotus 1-2-3 to the solving of business problems.

GRADING:

Course credit will be determined on the following basis:

Mid Term Exam	30%
Final Exam	30%
Assignments	15%
Quizzes	10%
2 Article Reviews	10%
Class Participation	5%
	<u>100%</u>

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

90 - 100%	9	
80 - 89%	8	
73 - 79%	7	
66 - 72%	6	
57 - 65%	5	
50 - 56%	4	Pass

45 - 49%	3	Failure
26 - 44%	2	
0 - 25%	1	

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**** Your participation is important to the success of this course. You are, therefore, expected to attend all classes. If you must be absent, please let your instructor know ahead of time, if possible. You are responsible for collecting assignments or notes you may have missed during your absence.