

**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: One 3” Three Ring binder. (Required, exclusive use for this course)

MATERIALS: 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 microcomputers 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 SD RAM and RD RAM. 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!**

*For those students who have MS Office 97, MS Office XP, or MS Office 2002 loaded onto their home/office computer, you will find that your software is very similar to Microsoft Office 2000, which is the application software used in Lab A307. Much, **but not all**, of what is discussed in this course will be useful when using these other Application Software packages.*



*Students will find that MS Office 2000 is downward compatible with MS Office 97 and in some cases, **but not in all**, will be upward compatible with the newer Application software packages like MS Office XP and MS Office 2002.*

However, in order to maintain conformity in grading, all student assignments must conform to MS Office 2000.

*Files created using MS Office XP/2002 or other versions of the MS Office Suite **may not run on computers in lab A307.***

If you start a file using the newer software and then bring it to the A307 lab, you may find that you cannot load or access the file with MS Office 2000.

Please Note: Obviously, with the various versions of MS Office available there could, potentially, be several problems. To get around these problems MS Office 2000 is the only standard which will be acceptable for “hand in” assignments. For assignment submissions that do not meet the MSWord 2000 standard, unfortunately, *marks will be docked accordingly.*

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 Alpha grading system will be as follows:

<u>Percentage</u>	<u>Alpha Grade</u>	<u>4-point Equivalence</u>
90 100%	A+	4.0
85 89%	A	4.0
80 84%	A-	3.7
76 79%	B+	3.3
73 75%	B	3.0
70 72%	B-	2.7
67 69%	C+	2.3
64 66%	C	2.0
60 63%	C-	1.7
55 59%	D+	1.3
50 54%	D	1.0
0 49%	F	0.0 Failure

**"PLEASE REMEMBER, I DO NOT DETERMINE YOUR GRADE,
I SIMPLY RECORD IT"**

LECTURE 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 cannot make additional copies.**

