

GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

1985-86

12.115 - INTRODUCTION TO COMPUTERS

TEXT: Structured Basic, Richard W. Jones; Allyn and
Bacon, Inc. 1985

SUPPLEMENTAL
TEXT: APPLEWORKS MADE EASY, Carol Boggs Matthews;
Osborne McGraw-Hill Ryerson Ltd.

PREREQUISITE: Nil.

COURSE
DESCRIPTION: This course is intended to introduce students to the
role of computers in the workplace. Lectures and labs
will focus upon the application of popular commercial
software in the solving of business problems. Partici-
pants will be exposed to a variety of computer hard-
ware systems. A high level language will also be
introduced.

COURSE
OBJECTIVES: With the explosion of computer usage that's occurring
today, an essential outcome of any post-secondary
education is the need to ensure that students become
computer literate. Computer literacy means "knowing
computers". It means knowing what they are, what they
can and cannot do, how they are programmed to work,
and how their use can improve the business activities
of a firm. This course is a first step in the devel-
opment of a "computer literate" student.

In order to meet the objectives stated above, students
will be expected to: 1) become familiar with an in-
tegrated word processing, data base, spread sheet
software package; and 2) begin to understand how to
use a high level programming language.

BA 113 - INTRODUCTION TO COMPUTERS

GRADING: Course credit will be determined on the following basis:

Midterm Exam	25%
Final Exam	35%
Major Assignments	20%
Two Article Reviews	10%
Class Participation	10%
	<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
45 - 49%	3
26 - 44%	2
0 - 25%	1

COURSE
CONTENT:

SECTION ONE

This section of the course will acquaint the student with the APPLEWORKS integrated software program. A short discussion about computers is followed by the introduction to the Data Base, Word Processor and Spreadsheet software.

SECTION TWO

This section introduces students to the high level language BASIC. ProDOS, DOS 3.3, or CP/M operating systems will be explained also.