

GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

1986-87

BA 115 - INTRODUCTION TO COMPUTERS IN BUSINESS

TEXT: Understanding and Using MS-/DOS, Cody T. Copeland
and Jonathan Bacon; West publishing Co., 1987.

Understanding and Using FRAMEWORK, Karen L.
Watterson., West Publishing Co., 1986.

PREREQUISITE: Nil.

COURSE DESCRIPTION: This course is intended to introduce students
to the role of computers in the workplace.
Lecture and labs will focus upon the application
of popular commercial software in the solving of
business problems. MS DOS concepts will also be
discussed.

COURSE OBJECTIVE: Micro computers are becoming commonplace in
offices throughout Canada. Their most popular
use today is probably word processing, but more
and more managers are using computers to help
them in their daily management tasks. Electronic
spreadsheets are widely used for planning and
budgeting and Data Base Management Systems (DBMS)
are being used to keep track of a wide variety of
business data.

Herein, then lies the three major objectives of
this course. First, to introduce students to the
integrated package Framework, which features word
processing, spreadsheet, data base and graphics
components, secondly to acquaint the student
with some of the hardware features of a Micro
computer system and thirdly, to examine the
MS DOS/PC DOS functions and commands.

GRADING: Students will be expected to attend class on a
regular basis. Any student having more than 6
inexcusable absences may not be permitted to
write the final exam. In addition, unless
unpreventably detained, students are expected to
be in class on time.

All assignments must be submitted on time and in
an acceptable format.

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All assignments must be submitted using Framework unless otherwise noted.

Assignments with an inordinate number of spelling errors, which display poor grammatical style, or which otherwise seem carelessly prepared will be returned ungraded.

Although, I encourage students assist each other, all assignments are to be individually done.

Course credit will be determined on the following basis:

Mid term Exam	30%	
Final Exam	40%	
Major Assignments	20%	
Two Article Reviews	10%	(5 Marks Each)
	100%	

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	Failure
26	-	44%	2	
0	-	25%	1	

COURSE
CONTENT:

SECTION ONE

This major section of the course will acquaint the student with the Framework integrated software program. Word Processing, Spreadsheet, Graphics and Data Base concepts will be discussed at length.

SECTION TWO

This short section introduces the student to hardware concepts commonly found in computing literature. Lectures will include discussion of the CPU, RAM/ROM, serial and parallel data transmission, modems, Bits/Bytes, ASCII, Data Bus structure, pixels, printer concepts, computer numbering systems and the like.

SECTION THREE

This section is intended to provide the student with a brief background in the command structure of MS DOS/PC DOS. Lectures in this series will include a discussion of the ROOT DIRECTORY and sub Directories, Batch files, plus a number of DOS commands.

LECTURE
NOTES:

From time to time I will supply students with a copy of my lecture notes. These notes will be made available to the class ONLY ONCE, AT TIME OF DISTRIBUTION. PLEASE DO NOT ASK ME FOR COPIES AFTER CLASS. Should you be absent when they are distributed, please make arrangements with a classmate to obtain a copy for you.