

Grande Prairie Regional College  
Business Administration  
Course Outline

1987-88

BA 115 INTRODUCTION TO COMPUTERS

TEXT: Understanding and Using MS-/PC DOS, Laura B. Ruff and Mary K Weitzer; West Publishing Co., 1986.

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. Lectures and Labs will focus upon the application of popular commercial software in the solving of business problems. Students will be exposed to a variety of hardware systems.

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DESCRIPTION

Microcomputers 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.

With the explosion of computer usage, an essential outcome of any post secondary business education 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 and cannot do, and knowing how, through their use, the business activities of the firm can be improved.

Grading:

Course credit will be determined on the following basis:

Mid term Exam	25%
Final Exam	35%
Major Assignments	20%
Two Article Reviews	10%
Class Participation	10%

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
28 -	44%	2
0 -	25%	1

COURSE  
CONTENT:

SECTION ONE

This short section is intended to provide the student with a brief background into the operation of an MS-DOS based computer. Lectures in this series will include a discussion of RAM, ROM, BITS, BYTES, MS-DOS, ASCII and other computer concepts.

SECTION TWO

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

SECTION THREE

If time permits, students will be introduced to the high level language GWBASIC.

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, so 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.

## ASSIGNMENTS:

All assignments must be submitted using the various components of FRAMEWORK. There can be no deviation from this requirement. In addition, please note, because of the number of students in each section, LATE ASSIGNMENTS WILL NOT BE ACCEPTED. so please start early.

Assignments will be graded on the basis of the accuracy of the answers generated as well as set-up and visual appearance of your presentation (centering on the page, use of underlining, bold print, neatness etc.). Because you will be using a Word Processing package for the written portion of your submissions and because editing is so easy to do, SPELLING AND GRAMMATICAL MISTAKES WILL BE HEAVILY DISCOUNTED so please proofread all submissions carefully before turning them in for grading.