1989-90

GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

F 89
B Fletcher

BA 115

INTRODUCTION TO COMPUTING

TEXT:

Guide To Using Lotus, Edward M. Baras; Osborne McGraw-Hill Book Company; 1986.

Word Processing - WordPerfect Version 5.0, Nicole Benoit, Louise Matteau, Pierrette Finnerty; Benoit Matteau Publishing; 1988.

PREREQUISITE: Nil.

COURSE DESCRIPTION:

This course is intended to introduce the student to the popular software packages WordPerfect 5.0 and Lotus 1-2-3 and their application and uses in the solving of business problems.

COURSE OUTLINE

Currently the most popular word processing product in use today is WordPerfect 5.0 produced by the WordPerfect Corporation. This upgraded version of WordPerfect 4.2 has become the cornerstone of word processing and, although challenged by a variety of other excellent software products, has maintained its dominance as the number one WP system in both the private and public sectors.

Like WordPerfect 5.0, Lotus 1-2-3 has become one of the most popular integrated software packages used in business today. This program, normally runs on 16-bit micro computers under various disk operating systems.

Although, not a complicated program to learn and use, it does have over 110 commands and 40 functions. In addition, there is a variety of concepts and techniques associated with the application of these commands and functions, which requires time and guidance if one is to master them.

A major weakness of many micro system users is their inability to understand the broader field of micro computing. Concepts related to terms like serial/parallel transmission, baud rates, pixels, BIOS, megahertz, EBCDIC, and so on, often leaves the user confused and at the mercy of experts in the field. This course serves to alleviate some of these problems.

Herein, then lies the three major objectives of this course, (i) first, to acquaint the student with some of the features of WordPerfect 5.0, (ii) secondly, to introduce the major commands and functions of Lotus 1-2-3, and (iii) thirdly provide the student with a broad background in the field of micro computing.

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. A final grade ***will not be*** given until all assignments have been submitted. ***Two stanines per day will be subtracted for each late assignment.***

All assignments must be submitted using WordPerfect 5.0 or Lotus 1-2-3 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 must 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% each)
	100%	

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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 introductory section of the course will introduced the student to the field of microcomputing. A range of topics will be covered, including criteria to be considered when purchasing a computer, micro/main frame computer concepts, primary and secondary storage devices, and binary/octal/hexadecimal number systems

SECTION TWO

This section of the course will acquaint the student with the major commands and function keys used by WordPerfect 5.0. Lectures and assignments will cover the techniques needed to create, change, spell check and rearrange word processing files.

SECTION THREE

This major section of the course will acquaint the student with the Lotus 1-2-3 integrated software program. Spreadsheet, Graphics and Data Base concepts will be discussed at length.

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 FOR COPIES AFTER CLASS.

Should you be absent when they are distributed, please make arrangements with a classmate to obtain a copy for you.

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GRANDE PRAIRIE REGIONAL COLLEGE
COMPUTER LAB RULES - F263

1. Only students registered in College micro-computing courses will be permitted in the lab or access to the equipment and materials. Exceptions will be made only upon prior written approval of an instructor teaching a micro-computing course.

   Students may be asked to show I.D. cards at any time.

2. Tentative lab hours will be 7:00 A.M. - 11:00 P.M., Monday - Friday, Saturday 2:00 - 10:00 P.M. and Sunday 1:00 P.M. - 9:00 P.M.

3. There is to be positively no food, drink, or smoking in the lab.

4. During peak utilization periods students may be required to reserve a computer system to complete assignments. Should this become necessary the following rules will apply:

   i) Computers can be reserved for a maximum of 2 hours after which the student must wait a minimum of 4 hours before reserving a second machine.

   ii) Computers which have been reserved but are not in use can be used by any eligible user, however, machines must be turned over to the student who has reserved the system, without delay, upon request.

   iii) A student cannot reserve a computer and then transfer the allotted time to another user.

5. Because the lab is intended as a computer study/work area discussions should be quiet and kept to a minimum.

6. *Students must vacate the lab at least 10 minutes prior to the beginning of any scheduled class.*

7. Equipment problems should be reported immediately to the lab assistant or an instructor.

8. Because of the vendor/college licensing agreements, application software, resident on the hard disk, must not be copied for transfer to other computer systems.

9. Materials, manuals and equipment must not be removed from the lab without permission from the instructor or lab assistant.

10. When finished, system users must clean up their work stations and dispose of all trash.

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11. Because the hard disk drives are prone to being easily damaged, system units must not be moved around on the desk.

12. *PARK THE SYSTEM BEFORE TURNING IT OFF.*

13. Violation of Lab Rules may result in loss of Lab priviledges.

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GRANDE PRAIRIE REGIONAL COLLEGE
BA 115
INTRODUCTION TO COMPUTERS IN BUSINESS

ARTICLE REVIEW GUIDELINES

1. Reviews should be computing specific. Articles may cover software or hardware topics but must have a decided business orientation.

2. Articles for reviews may be found in the periodical section of the Learning Resources Center. Popular periodicals include:

   Byte
   Micro Computing
   Computer Age

   Students should not limit themselves to these periodicals, however. There are a number of other excellent periodicals available.

   The major criteria that should be applied when searching for an article is:

   i) *DO I UNDERSTAND WHAT IS WRITTEN ?*

      A number of students, in the past, have selected articles which are above their level of comprehension. As a result, their reviews have been a series of quotations (and misquotations) directly from the periodical.

   ii) WILL I LEARN SOMETHING VALUABLE FROM WHAT I HAVE READ?

   Worthwhile articles in periodicals are generally in excess of 3 pages in length.

   Articles should be selected from periodicals which are NOT MORE THAN 2 YEARS OLD.

   Although there are some notable exceptions, as a general rule, avoid articles found in daily newspapers and non business periodicals.

   If you are in doubt about the merits of an article, please feel free to discuss the article with me before you proceed.

3. Do not simply recopy the authors words. Read the article, think about it, *then write your review in your own words.*

4. Articles which are submitted must have been typed using the *WORDPERFECT WORD PROCESSING PACKAGE, ONLY.*

5. Reviews must be free of any spelling or punctuation errors. As spelling errors are easily corrected on a word processor, mistakes will be heavily penalized.

6. All pages should be numbered at the bottom with the exception of the title page.

7. Beginning with the second page, all succeeding pages should contain a Header of your choice.

8. The review should have a 1 1/2" left hand margin and a 1" right hand margin.

9. The last line of each page should be approximately 1" from the bottom.

10. Your review should be more than 1 page in length.

ARTICLE REVIEW GUIDELINES

ARTICLE IDENTIFICATION:

1. Name of the author, with forename or initials first; the family name followed by a comma.

   e.g. T. Robert Wilson,

2. Title of the article, placed between quotation marks, with a comma before the last quotation mark.

   e.g. T. Robert Wilson, "Computers and their Impact on People in the Workplace,"

3. Name of the periodical, underlined and followed by a comma.

   e.g. T. Robert Wilson, "Computers and their Impact on People in the Workplace," Journal of Micro Computing,

4. Volume number (if any), written in Roman Numerals and followed by a comma.

5. The month and year follows the Volume number. They should be placed in parenthesis, with a comma following the second parenthesis.

   e.g. T. Robert Wilson, "Computers and their Impact on People in the Workplace," Journal of Micro Computing, Volume Number XXVIII, (April, 1990),

6. Page number or numbers followed by a period are last.

   e.g. T. Robert Wilson, "Computers and their Impact on People in the Workplace," Journal of Micro Computing, Volume Number XXVIII, (April, 1990), Pages 103 - 117.

7. Examples of the cover page and article review layout are attached.

GRANDE PRAIRIE REGIONAL COLLEGE

Line 4 ----------> Compaq Deskpro 386
on the monitor

Line 25 -----> Presented by Leslie Williamson to
W. Fletcher, in partial fulfillment
of the requirements for BA 115,
Introduction to Computers
in Business

Line 51----------> JULY 27, 198X

(DO NOT PLACE A
PAGE NUMBER ON
THIS PAGE)

Stanley W. Mendall, "Compaq Deskpro 386," Computer Buyers Guide and Handbook, (November/December, 1988), Pages 58 - 67.

Submitted by: Leslie Williamson Section: A3

Article Overview:

The new Compaq Deskpro 386 is the recommended computer for the small or medium sized business because of the new Intel 80386 microchip and the growing adoption of the OS/2 operating system.

Discussion:

Using the new Intel 16 MHz 80386 chip, the Compaq Deskpro 386 is one of the most powerful microcomputers on the market today. The model comes equipped with a standard 40Mb hard disk, a 3.5 diskette capable of holding 1.44 Megabytes of data, over 1Mb of internal Ram memory (expandable to 14Mb on the planar board without using an expansion slot) and a 32 bit data bus.

The Compaq Deskpro Model 130 is also available. This system which may be considered an enhanced version of the Model 386 has a 130 Mb hard drive and is capable of using the following operating systems: MS-DOS Version 3.x, XENIX V/286, XENIX V/386 and OS/2.

The new Intel 80386 chip speeds the computers ability to perform work by being able to retrieve larger chunks of information from storage and also by carrying out instructions more quickly. The 80386 chip fetches, processes and returns information in 32-bit chunks compared with the Intel 80286 chip found in the IBM AT systems which uses 16/32 bits at a time. The 32 bit design of the Compaq effectively almost doubles the speed of the chip over the "286" based machines. The 32 bit design permits the RAM to hold 2^32 address locations which means the that the 32-bit design can hold 64,000 times as many address locations as the old 16-bit registers. Furthermore, the new 80386 has a higher clock speed than the 16-bit based machines enabling to carry out instructions at about twice the speed of the "286" machines. (To execute each instruction requires a certain number of "ticks" of an internal clock.)

The real power of the Compaq Deskpro 386 is confirmed when the machine is running the XENIX operating system in protected mode. This is a multi-user, multi-tasking system which regulates various programs being run simultaneously. The key to the protected mode is that the XENIX can communicate with the programs; however, the programs must obtain special permission to communicate with the XENIX. This communication system is something that the MS-DOS cannot provide. The downside to the XENIX operating system is that it is extremely complicated to

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learn. A person can learn the basics of running a DOS machine in approximately eight hours, whereas a 3 day seminar would only prepare a person for the intermediate and advanced courses of the XENIX operating system.

The muscle of the 386 can be demonstrated by the tests conducted by the above mentioned magazine comparing the 386 with both an IBM PC and an IBM AT. The tests indicate that the Compaq Deskpro 386 took 14 seconds to recalculated a Lotus spreadsheet while an IBM PC took 77 seconds; the 386 took 7.5 seconds to run the DOS SORT command on a reversed list of 1,000 words, while the PC completed the same task in 87 seconds; and the 386 completed a floating point math benchmark test in 7.5 seconds while the PC took over one minute. In fact the 386 is so fast, and so quiet, that the testers thought something was wrong with the demonstration machine because they missed hearing the whirl of the disk drive and seeing the accompanying disk drive light.

Criticism levied at the 386 suggest that users do not need that much power and that a clone can perform the same functions in a longer time period. However, a cost study carried out by the magazine discovered that the Deskpro paid for itself in 244 hours by eliminating the time that employees wait for the completion of sorting and computing functions.

The example used gave a lov-level manager a base hourly rate of $20.00. This figure included fringe benefits as well as a pre-determined overhead rate. Based on the calculations, the Deskpro is estimated to save a company $17.61 per hour in waiting time over the IBM PC.

Compaq is known to have a "Jack the Giant Killer" reputation in industry because, like any good imitator, it waits until the standard is set and then improves upon it. Compaq did this with IBM'S PC design. They waited until the PC was on the market and improved upon it with a portable Compaq. By the time IBM started selling the Portable PC, Compaq had already seized the market.

Conclusion:

The Compaq Corporation is breaking away from the tradition of "innovative conservatism" and following the IBM mold by opting for the XENIX/386 OS. This Operating System allows the Compaq to act as the central machine with 3 or 4 users in a multi-tasking, multi-user processing mode.