GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

1988-89

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.

Unless unpreventably detained, students are expected to be in class on time. Students who are chronically late may not be permitted to write the final exam.

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

Late assignments will be penalized on the following basis:

* 1 day late - 2 stanine penalty,
* 2 days late - 4 stanine penalty,
* more than 2 days late - a grade of 3 or less will be assigned.
* Please Note: Assignments are considered late immediately after the hour they are due.

Students must complete and submit all assignments before a final grade will be given.

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 must be *individually done*.

Course credit will be determined on the following basis:

Mid term Exam	30%	
Final Exam	40%	
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 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 TWO

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 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.

I WILL *NOT* MAKE NOTES AVAILABLE AFTER INITIAL DISTRIBUTION.

THERE ARE NO EXCEPTIONS.

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.

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. Lab hours will be 7:00 A.M. - 11:00 P.M., Monday - Thursday, Saturday 12:00 - 5:30 P.M. and Sunday 9:00 A.M. - 5:30 P.M. The lab will be closed after 5:00 P.M. on Friday.

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 a 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.

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 privileges.

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/86
   Computer Age

   Students should not limit themselves to these periodicals, however. The major criterion that should be applied when searching for an article is "will I learn something valuable from what I have read?"

   Articles should be selected from periodicals which are NOT MORE THAN 2 YEARS OLD and generally in excess of 3 pages in length.

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 FrameWork word processing package, only.

5. Reviews must be free of any spelling or punctuation errors. As 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 and the first 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.

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, 1984),

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, 1984), Pages 103 - 117.

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

Line 1 ---------->GRANDE PRAIRIE REGIONAL COLLEGE
on the monitor

Line 4 ----------> Computers and their Impact
on the monitor on People in the Workplace

Line 25 --------> Presented by (Student Name) to
W. Fletcher, in partial fulfillment
of the requirements for BA 115,
Introduction to Computers
in Business

Line 55----------> JULY 27, 198X

T. Robert Wilson, "Computers and their Impact on People in the Workplace," Journal of Micro Computing, Volume XXVII, (April, 198X), Pages 103 - 117.

Submitted by: _____ Section: _____
(Ensure this line extends to the word "Section:".) (Ensure section and semester here, eg A3)

Article Overview:

(This section should contain a brief discussion of the assumptions and conclusions of the author. This section should be approximately 2 to 3 lines in length.)

Discussion:

(In this section you should elaborate upon the thoughts and ideas of the author. State, in your own words, his/her major points and observations. This section should be no more than 3 pages in length.)

Conclusion:

(In this section you may wish to state your own views. It is here that you may take issue with the author, support his/her observations or simply add your own comments. This section is not obligatory.)

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

. . ./10

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 allovs the Compaq to act as the central machine with 3 or 4 users in a multi-tasking, multi-user processing mode.