GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

B. Fletcher

BA 2050
ADVANCED BUSINESS COMPUTING

1993/94 WINTER SEMESTER

TEXT:    DOS 5 *Made Easy*, Herbert Schildt; Osborne McGraw-Hill;
         1991.

         UNDERSTANDING dBASE III PLUS, Alan Simpson; Sybex
         Inc. 1986.

         LOTUS 1-2-3  A Tutorial (Second Edition), Ruth Yaron
         Cicilioni; West Publishing Company; 1993

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As you are aware, I provide extensive notes to
cover much, BUT NOT ALL, of the material in the
course.  In the past students have noted that they
do not use their texts but rather depend solely upon
the notes that are distributed.  I believe this to
be a mistake, however, please let me reiterate, the
purchase of text materials is, and always has been,
completely optional.  However, **your decision NOT to
purchase a text is made *at your own peril*.**  It is
expected that all students will have access to the
prescribed texts and no excuses will be accepted for
not having the texts when readings and problems are
assigned from them.

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PREREQUISITE:   BA 1150 or permission of the instructor.


COURSE
DESCRIPTION:    This course is intended to acquaint the student
                with some of the advanced functions of the popular
                software package Lotus 1-2-3.  As well, this course
                will introduce the popular software program dBASE
                III PLUS.

                It is also intended to familiarize the student with
                some of the more esoteric DOS functions.

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COURSE
OBJECTIVE:

The power of Lotus 1-2-3 can not be appreciated until one has had the opportunity to use some of the built in functions and data base capabilities of this software.

Although not complicated to learn, there is a variety of concepts and techniques associated with the application of the commands and functions, which requires time and guidance if one is to master them.

Almost as popular as Lotus 1-2-3, is the Borland (formerly Ashton-Tate) product dBASE III PLUS. This software, along with the upgraded version dBASE IV, has become the cornerstone of database management systems in contemporary business and many employers expect students to have a working knowledge of this or a similar database system. Although challenged by a variety of other excellent Database software products such as Borland's "Paradox 4.0", dBASE III PLUS/IV has maintained its dominance as the number one database management system in both the private and public sectors.

Finally, in order that students are equipped to meet the challenges posed by the ever changing field of computing, the course will introduce a number of concepts related to PC-DOS/MS-DOS and computer hardware.

Herein, then lies the three major objectives of this course,

     i) first, to acquaint the student with some of the advanced features of Lotus 1-2-3,

     ii) secondly, to introduce the major commands and functions of dBASE III PLUS, and

     iii) thirdly, to aid in the understanding of the DOS most associated with IBM and IBM compatible micro computers.

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GRADING:    It is obvious that there is a substantial volume of
material to be covered in this course and because
classes and labs are limited to 5 hours per week,
it is important that regular attendance be
maintained. To discourage the less dedicated, any
student having more than 5 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.

Assignments should be submitted at the beginning of the class
unless otherwise noted. Assignments that are received after
the class has begun will be considered late and a grade of
1 stanine will be deducted.

A final grade will not be   given until all assignments have
been submitted.

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Two stanines per day will be subtracted for each
late assignment.

Assignments due on a Friday, but not submitted
until the following Monday will be docked
3 stanines from the grade assigned.

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All assignments must be submitted using Lotus 1-2-3, dBASE III
PLUS and/or WordPerfect unless otherwise noted.

Assignments with an inordinate number of spelling errors,
which display poor grammatical style, or which otherwise seem
carelessly prepared (not stapled, stapled in the wrong order,
etc.) will be discounted 2 stanines or returned ungraded.

Although, I encourage students assist each other, all
assignments must be individually done. Students who
violate this rule will be asked to withdraw from the
course.


*THE COLLEGE DOES NOT SUPPLY STAPLES OR STAPLERS,*
*PLEASE PURCHASE YOUR OWN.*

Course credit will be determined on the following basis:

| | | |
|---|---|---|
| Mid term Exam | 30% | |
| Final Exam | 45% | |
| Major Assignments | 15% | |
| Two Article Reviews | 10% | (5% each) |
| | 100% | |

(In lieu of the article reviews students may be given the option of reviewing selected software packages which are available. This option will be discussed further in class.)

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 first section of the course will acquaint the student with the concepts and functions of MS-DOS. The system hardware will also be briefly reviewed. Time permitting, included in this section will be an introduction to PC-TOOLS.

### SECTION TWO

In this section of the course the advanced functions of Lotus 1-2-3 are introduced as well as the concepts related to the data base feature of Lotus.

### SECTION THREE

This section of the course will acquaint the student with the major commands used by dBASE III PLUS. Lectures and assignments will cover the techniques needed to create, change, and rearrange database files. Time permitting, the use of Query files will also be explored.

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LECTURE NOTES:

From time to time I will supply students with a copy of
my personal lecture notes.  Although I have intended the
notes to be used for lecture purposes, experience has
shown that students become quickly bored when exposed to
regular lectures in a "hands on" course such as
computing.

Experience has also shown, that students learn computing
concepts at different speeds and most prefer to determine
their own pace of learning, rather than have it
superimposed by the instructor, as is the case in a
lecture environment.

Because of this, I like to make my notes available to the
class.  Once the notes have been distributed, however,
any extra copies often get either thrown out or buried
under a pile of other papers in my office.  Whatever the
case, it is awkward to keep a supply of these notes
available once they have been distributed.

So that it is fair to all, I would ask that the class
accept that I will make my notes available ONLY ONCE, AT
TIME OF DISTRIBUTION.   To accommodate this policy, I
would recommend that you make arrangements with a
classmate IMMEDIATELY, to obtain a copy of any "handouts"
for you, should you be absent.

PLEASE, NO EXCEPTIONS WILL BE MADE, UNDER ANY
CIRCUMSTANCES, OR FOR ANY REASONS.

IN THE PAST I HAVE HAD TROUBLE WITH STUDENTS HONOURING
THIS REQUEST.  EXCUSES FOR NOT HONOURING IT HAVE RANGED
FROM "FORGETTING THEIR NOTES AT HOME, TO LOSING THEIR
NOTEBOOK, TO NOT ASKING SOMEONE TO PICK THEM UP!"

IN ADDITION, STUDENTS HAVE FELT UNJUSTLY TREATED WHEN I
REMIND THEM OF THE "ONE TIME ONLY" DISTRIBUTION POLICY.
OFTEN THEY FEEL THAT I AM BEING UNDULY HARSH AND
UNREASONABLE, EVEN AFTER THE POLICY HAS BEEN EXPLAINED.

PLEASE, DO NOT ASK FOR COPIES AFTER CLASS, THEY WILL NOT
BE AVAILABLE.