

GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

B. Fletcher

BA 2050
ADVANCED BUSINESS COMPUTING

1995/96 WINTER SEMESTER

TEXT: Microcomputer Applications, "Projects for DOS 6.0 and Windows 3.1", Marianne B. Fox, Lawrence C. Metzelaar, and Carl A. Scharpf; The Benjamin/Cummings Publishing Company, Inc., 1994. (100% usage)

ACCESS 2 FOR WINDOWS ESSENTIALS, Dr. Donna Matherly and Shelley O'Hara; Que College, 1995 (100% usage)

Using ACCPAC "SIMPLY ACCOUNTING for Windows" (Canadian Edition) Peter H. Fuhrman and Andre Choquette, Prentice Hall Canada Inc., 1994. (75% usage)

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.

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 or Excel 5. In addition, this course will introduce the popular Data Base software program Access 2 for Windows and Simply Accounting for Windows.

It is also intended to familiarize the student with some of the more esoteric functions of the operating systems DOS 6.0 and Windows 3.1.

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OBJECTIVE:

The power of Lotus 1-2-3 and Excel 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 Excel 5 and Lotus 1-2-3, is the Micro Soft product Access 2 for Windows. This software has become the cornerstone of micro computer database management systems in contemporary business and many employers expect students to have a working knowledge of this or a similar database.

In order that graduates of this program are equipped to meet the increasing demands of employers, the popular accounting software Simply Accounting for Windows will be introduced.

Finally, to meet the challenges posed by the ever changing field of computing, the course will introduce a number of concepts related to the use of the PC-DOS/MS-DOS and Windows 3.1.

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 4 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.

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

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.

All assignments must be submitted using Excel/Lotus 1-2-3, Access 2, or Simply Accounting 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, no title page 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.

It should also be noted that this course will require that students have access to a computer equipped with the software used in course during hours other than the time provided in class.

This requirement often poses a major problem for student who live out of town and single parents. Please make personal arrangements to ensure you can get your homework done after class, if needed.

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

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Course credit will be determined on the following basis:

Mid term Exam	30%
Final Exam	45%
Major Assignments	15%
Two Article Reviews	<u>10% (5% each)</u>
	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	
<u>50 - 56%</u>	<u>4</u>	
45 - 49%	3	Failure
26 - 44%	2	
0 - 25%	1	

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.

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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.

IF YOU MISS A CLASS, IT IS YOUR RESPONSIBILITY TO OBTAIN THE NOTES AND INFORMATION PROVIDED IN CLASS. I CANNOT RETEACH MATERIALS TAUGHT IN CLASS TO STUDENTS WHO ARE ABSENT.