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B. Fletcher

BA 2050
ADVANCED BUSINESS COMPUTING

WINTER SEMESTER

TEXT: MICROSFT OFFICE PROFESSIONAL - ESSENTIALS, Mary Kelly and Suzanne Weixel; Que College, 1995 (Excel and Access - 100% Usage.)

WINDOWS 3.1 - ESSENTIALS, Dr. Donna Matherly and Patty Winter, Que College, 1995 (100% usage)

Using ACCPAC "SIMPLY ACCOUNTING for Windows" (Version 3.0) Peter H. Fuhrman and Andre Choquette, Prentice Hall Canada Inc., 1996. (75% usage)

PREREQUISITE: BA 1150 or permission of the instructor.

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.

COURSE DESCRIPTION:	This course is intended to acquaint the student with some of the advanced functions of the popular software package 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.
COURSE OBJECTIVE:	The power of the spreadsheet Excel cannot 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 is the Micro Soft product Access 2 for Windows. This software is rapidly becoming 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 or 10% will be deducted. Assignments submitted the day after they are due will be penalized 2 stanines or 20% and then an additional stanine or 10% for each day late thereafter. Assignments due on a Friday and submitted on the following Monday will be penalized 3 stanine grades or 30%

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

All assignments must be submitted using Excel 5, Access 2, or Simply Accounting unless otherwise noted. Students may use a Wordprocessor of their choice.

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.**

There is extensive homework in this course which require students have access to a computer equipped with the software used in the course during hours other than the time provided in class. "After hours" Lab times are posted on the Lab door. Students should make note of these times.

The homework requirement of this course often poses a major problem for students who live out of town and/ or 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.

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%

Conversion of percentages to the 9-point system will be as follows:

90 - 100%	9	
80 - 89%	8	
72 - 79%	7	
66 - 71%	6	
57 - 65%	5	
50 - 56%	4	
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

ARTICLE REVIEW GUIDELINES

1. Reviews should be **MICRO** computer 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 Centre. Popular periodicals include:

Byte	PCTODAY	Computer Age	PCNOVICE
PC Magazine	DOS RESOURCE GUIDE	COMPUTING NOW	

   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:

A.) DO I UNDERSTAND WHAT IS WRITTEN ?

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

B.) 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 have been published after January, 1997.

   Although there are some notable exceptions, as a general rule, *avoid articles found in daily newspapers and non business/computing 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 MICROSOFT WORD 6 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 penalised.

6. All pages should be numbered at the bottom with the exception of the title page.
   (Hint: Place title page in separate file.)

7. Beginning with the second page, all succeeding pages should contain a Header on the right side. The header should contain your name and your section.

8. The review must be more than 1.5 Pages in length.

ARTICLE REVIEW NUMBER 1 DUE - FRIDAY, MARCH 13, 1998 - 3:00 P.M.

ARTICLE REVIEW NUMBER 2 DUE - FRIDAY, APRIL 3, 1998 - 3:00 P.M.

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, 1994),

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, 1994), Pages 103 - 117.

Article Overview:

The Article Overview section should consist of two or three sentences which briefly describe what the article is about. It should give the reader an overview of what is written in the Discussion section.

Discussion:

This section should discuss what the article is about. In this section you should simply report what the article is about. It should not contain any of your own opinion.

You should avoid the use of "I" or "me". That is, avoid the use of the "first person singular" or "plural". It should be in your own words.

Conclusion:

The "Conclusion" section is for your comments. In this section you may wish to express your opinion of what the article is about or any personal experiences related to the article you may have had.

Fonts:

All article reviews (including the Title page, the header, and the Footer) should be submitted using the "Times New Roman, 12 pts, Bold" font.

Headers and Footers:

Each page, *other than the Title page and the first page should contain a "Header"*. The Header should be right justified on the page. The Header should contain your name and below it your section.

Each page, except the "Title page" should contain a footer. The "Footer" should consist of a line separating the text of the article from the page number. The page number should appear on the right side of the paper and should be preceded by three periods separated by a space.

Title Page:

An example of the "Title page" follows. Please note that it contains a Border.

Grading of the Paper:

One stanine will be deducted for each error so PLEASE BE CAREFUL.