

GRANDE PRAIRIE REGIONAL COLLEGE  
BUSINESS ADMINISTRATION - SLAVE LAKE  
COURSE OUTLINE  
WINTER 1993

SEP. 20 2001

PRACTICAL BUSINESS COMPUTING - BA 2050

**INSTRUCTOR:** Scott Moffatt  
Office: A141  
Tel: 849-8633

**COURSE HOURS:** Mon, Thurs, Fri - 10:15 to 11:45, room A225

**TEXT:** None

**PREREQUISITE:** BA 1150

**COURSE DESCRIPTION:** This is essentially a skill course and is intended to introduce the student to two major software packages: Bedford and dBase IV. In addition, some time will be spent covering general microcomputing issues through an article review and general discussion.

**COURSE OBJECTIVES:** There are three distinct segments of this course that have their individual objectives:

1. to learn the basic elements of the Bedford Accounting package so that students can use this important software without unnecessary difficulty.
2. to gain skill using the dBase IV software program including both a theoretical and practical understanding, and
3. periodic work developing the students' overall "computer literacy".

Computer literacy and basic computer skills are absolutely essential in today's business world. The skills that students develop in this course will put them in a position to work with computers now. The knowledge that students acquire will allow them to learn more efficiently and effectively about computers in the future.

**GRADING:**

|                  |            |
|------------------|------------|
| Final Exam       | 30%        |
| Mid Term Exam    | 30%        |
| Assignments      | 10%        |
| 2 Quizzes        | 20%        |
| 1 Article Review | <u>10%</u> |
|                  | 100%       |

The standard translation from percentage to stanine will apply to this course.

Assignments must be submitted using dBase IV and Bedford where applicable.

**SCHEDULE OF CLASSES:**

The following is a list of the key dates to pay attention to in this course.

**BEDFORD**

|                  |                         |
|------------------|-------------------------|
| THURSDAY, JAN 7  | INTRODUCTION -          |
| FRIDAY, JAN 29   | REVIEW                  |
| MONDAY, FEB 1    | QUIZ #1                 |
| FRIDAY, FEB 12   | REVIEW                  |
| MONDAY, FEB 15   | FAMILY DAY, NO CLASSES  |
| THURSDAY, FEB 18 | MID TERM EXAM - BEDFORD |
| FRIDAY, FEB 19   | MID TERM EXAM - BEDFORD |
| MONDAY, MAR 1    | INTRODUCTION - DBASE IV |
| FRIDAY, MAR 19   | REVIEW                  |
| MONDAY, MAR 22   | QUIZ 32                 |
| THURSDAY, MAR 25 | ARTICLE REPORTS         |
| FRIDAY, MAR 26   | ARTICLE REPORTS         |
| FRIDAY, APR 9    | GOOD FRIDAY, NO CLASSES |
| MONDAY, APR 19   | REVIEW                  |
| THURSDAY, APR 22 | FINAL - DBASE IV        |
| FRIDAY, APR 23   | FINAL - DBASE IV        |

**GENERAL  
COMMENTS:**

Students will benefit from sharing their skills and knowledge with each other, especially with Bedford and dBase IV. I encourage you to help each other learn how to use these software packages either by aiding students during class time if the instructor is unavailable or through consultation outside of class hours.

At the same time, it is important that students complete their assignments individually. Remember, your goal for the course is to learn how to use Bedford and dBase IV so overreliance on peers will not help you in the long term.

Class time is designated for lecture and exercises and unless otherwise notified, assignments should not be worked on during class hours. If you spend your class time working on your assignments instead of doing the exercises you will find yourself in a never ending circle of playing catch-up on material you have not seen before.

The Mid Term Examination will cover Bedford while the Final Exams will be on dBase IV. These exams will consist of 50% theoretical questions and 50% practical applications.

The homework assignments will be due 1 week after they are distributed in class. There has been some difficulties in getting assignments turned in on time in the past but I must insist on a firm deadline because there should not be marked assignments floating around while some students have still not turned in the relevant assignment.

The article report - due on March 25/26 - will involve both a written portion to be handed in and a short presentation of the report to the class. You will be graded on the written portion only but presentation should last between 3 and 5 minutes. The written portion of the report should follow the format outlined on the following page.

## ARTICLE REPORT GUIDELINES

The article report should follow the same general format as last semester. That is, select a current article (from the last 2 years) from one of the appropriate magazines in the Library (Byte, Computer Age, etc...) and evaluate it. The report should be a minimum of 3 pages, single spaced, in length. No papers in excess of 5 pages will be accepted.

You should start out with a brief overview section describing the topic of the article. After it, there should be summary section where you restate the key pieces of information that the article describes. The third section involves listing the conclusions, if any, that the article reaches. Finally, and most importantly, you should include your own interpretation and opinion on the article. Were the conclusions correct? Can you translate some of the "computerese"? What do you think will happen in the future?

The goal of this exercise is to further the student's exposure to computing issues and topics. By sharing you research with the rest of the class everyone should benefit in their own level of "computer literacy". It is important to remember that I do not expect a technical report nor do I expect students to be "experts" on the more esoteric topics. What I am looking for is the student's effort to understand what the computer article is talking about.