

F. 1985-86

GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

BA 202 - ADVANCED BUSINESS COMPUTING

TEXT: Structured Basic, Richard H. Jones; Allyn and
Bacon, Inc. 1985

SUPPLEMENTAL
TEXT: APPLEWORKS MADE EASY, Carol Boggs Matthews;
Osborne McGraw-Hill Ryerson Ltd.

PREREQUISITE: BA 115

COURSE
DESCRIPTION: Building on the discussions of BA 115, students will
be expected to expand their knowledge of the high
level language introduced in BA 115 by writing and
testing programs written for two operating systems.
Instruction will include a discussion of hardware,
machine specific instruction code, graphics, and ran-
dom access-sequential file handling. An integrated
word processing, spreadsheet, and data base software
program will also be introduced.

COURSE
OBJECTIVES: With the explosion of computer usage that's occurring
today, an essential outcome of any post-secondary
education is the need to ensure that students become
computer literate. Computer literacy means "knowing
computers". It means knowing what they are, what they
can and cannot do, how they are programmed to work,
and how their use can improve the business activities
of a firm. This course is the second step in the
development of a "computer literate" student.

In order to meet the objectives stated above, students
will be expected to: 1) become familiar with an in-
tegrated word processing, data base, spread sheet
software package; and 2) expand their knowledge of a
high level programming language.

BA 305 - ADVANCED BUSINESS COMPUTINGGRADING:

Course credit will be determined on the following basis:

Midterm Exam	25%
Final Exam	35%
Major Assignments	20%
Two Article Reviews	10%
Class Participation	10%
	<u>100%</u>

Conversion of Percentages to the D-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
36 - 44%	2
0 - 25%	1

COURSE
CONTENT:SECTION ONE

This section of the course will acquaint the student with the APPLEWORKS integrated software program. A short discussion about computers is followed by the introduction to the Data Base, Word Processor and Spreadsheet software.

SECTION TWO

Continuing with the material presented in BA 115, this section of the course examines some advanced applications of the high level programming language BASIC.