GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

BA 205 - APPLIED BUSINESS COMPUTING

TEXT: Guide To Using Lotus, Edward M. Baras; Osborne McGraw-Hill Book Company; 1986.

USING dBASE III PLUS, Edward Jones; Osborne McGraw-Hill Book Company; 1987.

PREREQUISITE: BA 115 or permission of the instructor.

COURSE DESCRIPTION: This course is intended to introduce the student to the popular software packages Lotus 1-2-3 and dBase III Plus and their application to the solving of business problems.

COURSE OBJECTIVE: Lotus 1-2-3 has become one of the most popular integrated software packages used in business today. The program, normally runs on 16-bit micro computers under various disk operating systems.

Although, not a complicated program to learn and use, it does have over 110 commands and 40 functions. In addition, there is a variety of concepts and techniques associated with the application of these commands and functions, which requires time and guidance if one is to master them.

Equally as popular as Lotus 1-2-3 is the Ashton-Tate product dBase III plus. This upgraded version of dBase II has become the cornerstone of database management in contemporary business. Although challenged by a variety of other excellent software products, dBase III has maintained its dominance as the number one database management system in both the private and public sectors.

Herein, then lies the two major objectives of this course, first to acquaint the student with some of the features of Lotus 1-2-3, and then secondly, to introduce the major commands and functions of dBase III plus.

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GRADING: Students will be expected to attend class on a
regular basis. Any student having more than 6
inexcusable 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.

All assignments must be submitted using Lotus
1-2-3 or dBase III plus unless otherwise noted.

Assignments with an inordinate number of spelling
errors, which display poor grammatical style, or
which otherwise seem carelessly prepared will be
returned ungraded.

Although, I encourage students assist each other,
all assignments are to be individually done.

Course credit will be determined on the following
basis:

Mid term Exam	25%	
Final Exam	35%	
Major Assignments	20%	
Two Article Reviews	10%	(5% each)
Class Participation and Attendance	10%	
	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	
68	-	72%	6	
57	-	65%	5	
50	-	56%	4	
45	-	49%	3	Failure
26	-	44%	2	
0	-	25%	1	

COURSE
CONTENT:

SECTION ONE

This major section of the course will acquaint
the student with the Lotus 1-2-3 integrated
software program. Spreadsheet, Graphics and Data
Base concepts will be discussed at length. The
Word Processing part of Framework will also be
briefly reviewed if required by students.

SECTION TWO

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. The use of Query files
is also explored.

LECTURE
NOTES:

From time to time I will supply students with a
copy of my lecture notes. These notes will be
made available to the class ONLY ONCE, AT TIME
OF DISTRIBUTION. PLEASE DO NOT ASK ME FOR
COPIES AFTER CLASS. Should you be absent when
they are distributed, please make arrangements
with a classmate to obtain a copy for you.

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ARTICLE REVIEW GUIDELINES

1. Reviews should be computing 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 Center. Popular periodicals include:

   Byte
   Micro Computing/86
   Computer Age

   Students should not limit themselves to these periodicals, however. The major criterion that should be applied when searching for an article is "will I learn something valuable from what I have read?"

   Worthwhile articles in periodicals are generally in excess of 3 pages in length.

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 be typed.

5. Reviews must be free of any spelling or punctuation errors. As errors are easily corrected on a word processor, mistakes will be heavily penalized.

6. All pages should be numbered at the bottom with the exception of the title page and the first page.

7. Beginning with the second page, all succeeding pages should contain a Header of your choice.

8. The review should have a 1 1/2" left hand margin and a 1" right hand margin.

9. The last line of each page should be approximately 1" from the bottom.