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.

BA 205 - ADVANCED BUSINESS COMPUTING

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	
66	-	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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BA 205
ADVANCED BUSINESS COMPUTING

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.

ARTICLE REVIEW GUIDELINES

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, 1984),

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, 1984),
        Pages 103 - 117.

7. Examples of the cover page and article review layout are
    attached.