

GRANDE PRAIRIE REGIONAL COLLEGE  
BUSINESS ADMINISTRATION  
COURSE OUTLINE

1989-90

BA 205  
PRACTICAL BUSINESS COMPUTING

WINTER SEMESTER

- TEXT: Guide To Using Lotus, Edward M. Baras; Osborne McGraw-Hill Book Company; 1986.
- UNDERSTANDING dBASE III PLUS, Alan Simpson; Sybex Inc. 1986.
- 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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Introductory lectures will also review various DOS commands and the creation of the Autoexec bat file and conventional batch files.

GRADING:

Because classes and labs are limited to 5 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. A final grade will not be given until all assignments have been submitted. Two stanines per day will be subtracted for each late assignment.

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 must be individually done.

Course credit will be determined on the following basis:

Mid term Exam	30%
Final Exam	45%
Major Assignments	15%
Two Article Reviews	<u>10% (5% each)</u>
	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.)

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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 concepts of MS-DOS and the system hardware will also be briefly reviewed.

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. Time permitting, the use of Query files will also be 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 FOR COPIES AFTER CLASS.

Should you be absent when they are distributed, please make arrangements with a classmate to obtain a copy for you.