

1990-91

~~CONFIDENTIAL~~

GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

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.

The DOS Book, Electronic Learning Facilitators; HBJ Publishers; 1989.

PREREQUISITE: BA 115 or permission of the instructor.

COURSE DESCRIPTION: This course is intended to acquaint the student with some of the advanced functions of the popular software package Lotus 1-2-3 as well as introduce the popular software program dBASE III PLUS.

It is also intended to familiarize the student with some of the more esoteric DOS functions. In addition, students will also be expected to have a working knowledge of the DOS utility package PCTOOLS.

COURSE OBJECTIVE: The power of Lotus 1-2-3 can not be appreciated until one has had the opportunity to use some of the built in functions and data base capabilities of this software.

Although, not complicated to learn there is a variety of concepts and techniques associated with the application of the 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 PLUS has maintained its dominance as the number one database management system in both the private and public sectors.

BA 205
COURSE OUTLINE
ADVANCED BUSINESS COMPUTING

The course is also intended to provide the student with an understanding of the PC-DOS/MS-DOS operating systems.

Finally, the course is intended to introduce the student to the DOS utility software PCTOOLS

Herein, then lies the four major objectives of this course, first to acquaint the student with some of the advanced features of Lotus 1-2-3, secondly, to introduce the major commands and functions of dBASE III PLUS, thirdly to understand the DOS most associated with IBM micro computers and finally to familiarize the student with a software package useful in recovering lost 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, dBASE III PLUS and/or WordPerfect V 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.

BA 205
COURSE OUTLINE
ADVANCED BUSINESS COMPUTING

Course credit will be determined on the following basis:

Mid term Exam	30%	
Final Exam	45%	
Major Assignments	15%	
Two Article Reviews	10%	(5% each)
	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 first section of the course will acquaint the student with the concepts and functions of MS-DOS. The system hardware will also be briefly reviewed. Included in this section is an introduction to PC-TOOLS

SECTION TWO

In this section of the course the advanced functions of Lotus 1-2-3 are introduced as well as the concepts related to the data base of Lotus.

BA 205
COURSE OUTLINE
ADVANCED BUSINESS COMPUTING

SECTION THREE

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.

NO EXCEPTIONS WILL BE MADE UNDER ANY CIRCUMSTANCES OR FOR ANY REASONS.

I HAVE HAD TROUBLE WITH STUDENTS HONOURING THIS REQUEST, DO NOT ASK FOR COPIES AFTER CLASS THEY WILL NOT BE AVAILABLE.

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