

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.

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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.

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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.

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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.