

GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

1987-88

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 the more important 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	<u>10%</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.)

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.