

Computing Science 1570

Introduction to Computing for Business Applications

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Purpose

This course introduces students to the applications of computers to business problems. The student will become familiar with general computing concepts and terminology as well as gaining an understanding and appreciation of the impact that computer technology is having on society. The lab portion will provide students with hands-on experience on several popular microcomputer software packages. Introduction to programming in a high-level language will be provided if time permits it.

Text

Theory : Complete Computer Concepts by Shelly Cashman
Lab : Understanding and using Quattro Pro 4 by S Ross & S Hutson
Understanding and using Windows 3.1 by S Ross & R Maestas
Understanding and using WordPerfect 6.0 by J Bacon

Marking : Lab Assignments 35%
Term Test - 1 15%
Term Test - 2 15%
Final Exam 35%

Students should also have available at least four 3.5" High Density (HD) or Double Density (DD) diskettes.

Special Notes

- 1) 50% will be deducted for assignments that are up to one week late. No assignments will be accepted after that one week period.
- 2) The student is responsible for adhering to all requirements as specified for each assignment.
- 3) Generally the first half of each lab is reserved for lecturing on specific application software, the remainder will generally be used as "hands-on" time.