

SEP 06 2000

**GRANDE PRAIRIE REGIONAL COLLEGE**  
**COURSE OUTLINE - FALL 1999**  
**COMPUTER SCIENCE 1570**  
**Introduction to Computing for Business Applications 3(3-0-3) UT**

**INSTRUCTORS** LanksmaREDDY Ganta Jeff Lieskovsky  
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**COURSE DESCRIPTION**

This course includes: capabilities and limitations of computing; manipulation and storage of data in files; introduction to programming in a high level language; survey of business applications.

**PREREQUITE**

None

**REQUIRED TEXTS**

Shelly, G.B., Cashman, T.J., Waggoner, G.A. and Waggoner, W.C. Discovering Computers: A Link to the Future (Brief Edition). International Thomson Publishing, 1997.

Shelly, G.B., Cashman, T.J., and Vermaat, M.E. Microsoft Office 97: Introductory Concepts and Techniques. International Thomson Publishing, 1998.

Each text is accompanied by a 3 and 1/2 floppy disk that will be used in conjunction with the text.

**COURSE MATERIALS**

Each student will also need several 3 and 1/2 disks in which to save work on.

**IMPORTANT DATES**

Sept. 8 Class begins Oct. 11 Thanksgiving Day (no class)  
Sept. 14 Last day in which to add a class Oct. 12-15 Midterm exam week

Nov. 5 Last day to in which to drop a class Dec. 8 Last day of class  
Nov. 11 Remembrance Day (no class) Dec. 13-21 Final Exams  
Nov. 12 (no class)

**GRADING**

<b>Assignments</b>	<b>25%</b>
<b>Term Test 1</b>	<b>20%</b>
<b>Term Test 2</b>	<b>20%</b>
<b>Final Exam</b>	<b>35%</b>