

w. 1990-91

D. Good

GRANDE PRAIRIE REGIONAL COLLEGE
Department of Computer Systems Technology

CT 115 Business Software: Course Outline

TEXTS:

The ABC's of 1-2-3, Gilbert & Williams
The ABC's of dBase III Plus, Cowart
WordPerfect, Version 5.0, Benoit and Finnerty
The DOS Book, Electronic Learning Facilitators, Inc.

SUPPLIES:

Two 3 1/2" HD (2 Mb) Diskettes. (Split a box with others).

PREREQUISITES:

None

COURSE DESCRIPTION:

Topics to be covered include: Basic skills in keyboarding, DOS, spreadsheets, word processing, databases, and possibly some accounting. We will meet in room F265, on a LAN of IBM PC's.

COURSE OBJECTIVES:

1. Students will develop enough keyboarding skills to assist in practical applications throughout course work and employment.
2. Students will understand the current business purpose of spreadsheets, word processing, databases, and operating systems.
3. Students will have the working knowledge to use these current personal computer applications to solve realistic business problems.
4. Students will also develop personal characteristics to further success and independence in the work place.

TEACHING METHOD:

Each evening will consist of a half hour lecture that will begin right at 6:30 PM and two hours on the computer with a quarter hour break in the middle. There will be a one hour test at the end of, and an assignment during, each of the five sections. Each day an assignment is overdue will cost 1 %. My office is in room C211 and I am in from 8:45 AM to noon and from 1:15 to 4:30 PM. My local is 2933.

GRADING:

Participation	10 %
Assignments (5% each)	25 %
Tests (5% each)	25 %
Mid-term	15 %
Final	25 %

COURSE CONTENT:

	<u>Evenings</u>
Intro & Keyboarding skills	2
Quattro Pro and 1-2-3	6
PC-DOS	4
Tests and reviews	1
Mid-term Exam	Feb. 20
Reading Week	Feb. 25 - 29
Wordperfect 5.0	5
dBase IV v1.1	5
Bedford Accounting (if time)	0
Tests & reviews	2
Final Exam	April 15