# Grande Prairie Regional College
## Department: Business Administration and Commerce

## COURSE OUTLINE – FALL 2008
## BA 1150- 5(3-2-0)UT – Introduction to Computers in Business

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| **Instructor** | Trevor Thomas | **Phone** | 539-2824 (office) |
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| **Office Hours** | Monday and Wednesday 9:00 – 10:00 am or by appointment | | |

*Prerequisite:*

**None**

*Required Text/Resource Materials:*

Grauer, Microsoft Office 2007 2$^{nd}$ edition: Prenctice-Hall, 2007.

**THE TEXT WILL BE USED EXTENSIVELY.**

**COURSE DESCRIPTION**: This course is intended to familiarize the student with the use and application of computers in the solving of business problems. Students will be expected to develop a working knowledge of Microsoft Word, Excel, Access, and PowerPoint. This course also introduces the student to the Internet, Windows, and computer terminology.

**COURSE OUTLINE**: Over the past few years both the public and private sectors have moved to streamline their operations. This is often done by reducing the complement of staff personnel which they employ. This move to the more efficient use of human resources has resulted in managers frequently being required to perform duties that were formerly performed by secretaries and stenographers. Indeed, it is no longer uncommon to see managers preparing their own reports and typing their own memos.

To meet these changing trends, graduates of this Business Administration program are expected to be fully conversant with word processing, spreadsheets, databases, and presentation software along with other microcomputer software products.

Students are encouraged to use the computer where applicable, when completing assignments in all courses.

**SCHEDULE**:

*Week 1*    *Computer Concepts and Office Fundamentals*
- Opening and saving a file, selecting text to edit, inserting and changing text
- Moving and copying text, finding and replacing text
- Understanding computer terminology and knowing the specifications when buying a computer

*Week 2 – Week 4*    *Microsoft Word Introduction and Intermediate levels*
- Setting margins and specifying page orientation, inserting page breaks, adding page numbers, inserting headers and footers, creating sections, inserting cover pages, using find and replace, checking spelling and grammar, print options, customizing Word
- Applying font attributes, highlighting text, controlling word wrapping, copying formats using format painter, tabs and borders, columns, creating table of contents
- Inserting and formatting tables, sorting and applying formulas to table data, inserting clip art and images to documents, inserting word art and symbols
- Inserting comments in a document, tracking changes in a document, viewing documents side by side, mail merges

*Week 5 – Week 8*    *Microsoft Excel Introduction and Intermediate levels*
- Describing and using symbols and order of precedence, displaying cell formulas, inserting and deleting rows and columns, using cell ranges, move, copy paste and auto fill cells, formatting and managing worksheets, page options for printing
- Creating and copying formulas, using relative and absolute cell addresses, using auto sum, inserting basic statistical functions, using date functions, using the IF function, using the VLOOKUP function, using the PMT function, using the FV function
- Choosing a chart type, creating a chart, modifying a chart, enhancing a chart with graphic shapes, embedding charts, printing charts
- Freezing rows and columns, hiding and unhiding rows columns and worksheets, protecting a cell and worksheet, sorting and filtering data

*Week 9 Week 12*    *Microsoft Access Introduction and Intermediate levels*

- Creating filters, sorting table data on one or more fields, knowing when to use Access and Excel to manage date, using the relationship window, understanding relational power
- Designing data, creating tables, understanding table relationships, sharing data with Excel, establishing table relationships, creating a query, specifying criteria for different data types, copying and running a query, using the query wizard
- Understanding the order of precedence, creating a calculated field in a query, creating expressions with the expression builder, creating and editing access functions, performing date arithmetic

*Week 13*        *Microsoft PowerPoint*
- Using slide layouts, applying design themes, reviewing a presentation, adding a table and clip art, using transition and animation, adding sound

**GRADING**:                As you can see, this course will cover a large volume of material. For some students, this material will be completely new while other will have a background in various aspects of the material presented.

Το help ensure that students have a full understanding of ALL course material presented, and to reduce the problems that are created when students are absent, and at the insistence of a large percentage of the Business Administration student body, please note the following:

1.      Students will be expected to attend class on a regular basis.  Any student having more than six (6) inexcusable absences may not be allowed to write the final exam.

2.      In addition, unless somehow detained, students are expected be in class ON TIME.

3.      All assignments must be submitted on time and in an acceptable format.

4.      *A final grade will not be assigned until all assignments have been submitted.*

5.      All assignments must be submitted using the software taught in this course unless otherwise noted.

6.      Although I encourage students assisting each other, all assignments must be individually done.  In the past, there has been some problems with students working in collaboration with each other and then submitting identical solution.

# Business Administration and Commerce Department

**Grading Conversion Chart**

| Alpha Grade | 4-point Equivalent | Percentage Guidelines | Designation |
| :---: | :---: | :---: | :---: |
| A$^+$ | 4 | 90 – 100 | EXCELLENT |
| A | 4 | 85 – 89 | |
| A$^-$ | 3.7 | 80 – 84 | FIRST CLASS STANDING |
| B$^+$ | 3.3 | 76 – 79 | |
| B | 3 | 73 – 75 | GOOD |
| B$^-$ | 2.7 | 70 – 72 | |
| C$^+$ | 2.3 | 67 – 69 | SATISFACTORY |
| C | 2 | 64 – 66 | |
| C$^-$ | 1.7 | 60 – 63 | |
| D$^+$ | 1.3 | 55 – 59 | MINIMAL PASS |
| D | 1 | 50 – 54 | |
| F | 0 | 0 – 49 | FAIL |

**7.**

**PLAGIARISM**:                    The penalty for plagiarism is SEVERE.  It can consist of EXPULSION from the program and institution or receiving A grade of ZERO on a course.  DON'T do it!!

Course credits will be determined on the following basis:

**Computer Concepts**      **15%**
**Word Exam**      **15%**
**Excel Exam**      **15%**
**Access Exam**      **15%**
**Powerpoint**      **10%**
**Final Exam**      **30%**

_      **If you have any questions or concerns at any point during the year or would like to arrange a meeting with me, please do not hesitate to call my office. If I am not in, leave a message on my voice mail. Don't wait until you are drowning to call.**