GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

BA 1150 (5-0-3 credits)
Introduction to
Computers in Business

INSTRUCTOR: Trevor Thomas
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TEXT: Exploring Microsoft Office 2000 Professional- Volume 1
Robert T. Grauer & Maryann Barber

PREREQUISITES: None

**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
2000, Excel 2000 and PowerPoint 2000. This course also introduces the
student to the Internet, Windows 98, 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.

A major weakness of many computer users is their inability to understand terms and concepts associated with their micro-computer system. For example, employees who regularly use and make decisions regarding micro-computers, often do not understand the difference between dynamic RAM, EDO RAM and static RAM.. Many do not understand the purpose for upper memory, extended memory, expanded memory, and cache memory. Expressions such as ISA, MCA, and EISA often bewilders them. This is not to mention terms such as Dot pitch, Baud rate, ROM BIOS and the list goes on.

To overcome this "shortcoming" lectures in the later part of this course will serve to help reduce some of the mystique associated with the computer hardware.

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.

To 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. Assignments with an inordinate number of spelling or grammatical errors or which otherwise seem carelessly prepared will be returned significantly penalized or ungraded.

7. 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.

PLAGIARISM: The penalty for plagiarism is SEVERE. It can consist of EXPULSION from the program and institution or receiving A grade of ONE 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%**

MATERIALS:

    Please purchase three (3) - 3 ½" High Density, 1.44 MB (formatted) diskette. To be used EXCLUSIVELY for this class.

_ **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.**