



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2020

BA 1150 (A2): Introduction to Computers in Business – 3 (3-0-1) 60 Hours for 15 Weeks

INSTRUCTOR: Elke Haggerty

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VIRTUL OFFICE HOURS: Tuesday and Thursday 1 p.m. to 2:30 p.m. or by appointment

\*It is preferred you send all email correspondence from your GPRC student email account and professionally format it (i.e. subject line filled in, proper greeting, spelling and grammar check, etc...). Emails that do not follow the above requirements may not be responded to. Please include all the details relevant to your question with the email.

CALENDAR DESCRIPTION:

This course is a practical introduction to the software applications most commonly used in business. Students will develop a basic working knowledge of a desktop operating system and a suite of business software applications that will include file management, word processing, spreadsheet, presentation and database management.

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS:

- Grauer, R. (2017). Microsoft® Office 2016 (Volume 1). Toronto, Ontario: Pearson Education, Inc.
• MS Office 2016 (the functions in other versions can vary and are not supported in this course).
• Reliable internet access.
• Minimum computer system requirements for operating:

Table with system requirements for Windows and Macintosh, including Operating System, Processors, Memory (RAM), Free Hard Disk Space, CD-ROM, Internet Connections, and Audio/Video.

Note: Experience has shown that MS Office has more limited functionality. Please look into conversion package for the software if you are operating a Macintosh and compare software functionality before deciding whether to use a Macintosh for this course.

## **DELIVERY MODE(S):**

This is a paced online self-study course. You will work through the course in the order presented, completing the assigned textbook readings, hands-on and capstone exercises, assignments, and tests. The tentative weekly schedule will be available on the GPRC course Moodle. You can participate in discussion forums to offer and receive support from other students. Furthermore, you will have access to the course PowerPoints on the Moodle and can attend Zoom meetings scheduled by the instructor.

## **COURSE OBJECTIVES:**

The primary objective of BA1150 is to improve computer skills using Microsoft® Office 2016 in business settings. Students will develop a basic working knowledge of an operating system and a suite of business software applications. Students will explore and apply the functions of file management, word processing, spreadsheet, presentation and database management.

## **LEARNING OUTCOMES:**

Upon successful completion of the course, students will be able to:

- Carry out functions and tasks with word processing, spreadsheets, databases, and presentation software along with other microcomputer software products.
- Create a business presentation using PowerPoint.
- Create Word documents that utilize proper business formatting.
- Create Excel spreadsheets and Access databases that can store and manipulate large amounts of data.

## **TRANSFERABILITY:**

Athabasca University  
Bow Valley College  
Burman University  
Concordia University of Edmonton  
King's University  
MacEwan University  
Southern Alberta Institute of Technology  
University of Lethbridge

**\*Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferralberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

## EVALUATIONS:

Word Exam	15%	Exercises	10%
Excel Exam	15%	PowerPoint Assignment	7%
Access Exam	15%	Final Examination	38%

*\*The course end date is Monday, April 13, 2020. **The final exam must be written before the end of the day on April 18, 2020, at an examination invigilation centre approved by your BA1150 Instructor. Invigilation centers at post-secondary institutions will be approved. Invigilation centers at public libraries will NOT be approved. There are typically fees associated with these centres, which students are responsible for. If you are in Grande Prairie, you can write at the Testing Centre on campus, which has been available at no charge. Be sure to book your spot early to be sure one is available.***

**\*\*In order to receive credit for BA 1150, you must achieve a 50 percent (50%) on the final examination, and a course composite grade of at least D (50%).** You are strongly encouraged to complete all quizzes and assignments, as these contribute to your mark as well as giving you invaluable practice in preparation for the final exam. Students will receive a zero (0) for any missed assignments, quizzes and exams if not completed by the assigned deadline.

## ASSIGNMENT, TERM TEST AND EXAM POLICIES:

- Be sure to watch for and track your deadlines and the opening of assignment submission links in Moodle in order to complete all the assigned work on time. Once submission deadlines have passed, there are no opportunities to submit and no extensions are granted.
- All the assignments and tests must be submitted to the correct Moodle link for grading. Before pressing submit, be sure to check that you have all the correct files attached. Do *not* submit files by email.
- You will have a limited time on tests to complete the work. You are strongly encouraged to complete each hands-on exercise within one hour and twenty minutes period in order to prepare for the tests and the final examination.
- The final exam must be **supervised at an instructor approved post-secondary invigilation center. You must email the name, telephone number, and email address of your proposed invigilation centre to me by Monday March 2, 2020 for approval. Your instructor will give you feedback (approval or further questions) by Monday, March 9, 2020.** The center must be confirmed by all parties by no later than fourteen days prior to the desired exam date outlined in the Evaluations section above. If you are in the Grande Prairie area, it is recommended that your final exam be taken at the Testing Center located in the GPRC Library on the second floor; Room F310. Contact the GPRC Testing Center to book your final examination date at [examcentre@gprc.ab.ca](mailto:examcentre@gprc.ab.ca).
- Students will be allotted two to three hours to complete the final exam; to be announced before the final exam. It is a closed-book exam.
- Turnitin may be used in this course to check for content and independent work.

## GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

## COURSE SCHEDULE/TENTATIVE TIMELINE:

*Week 1 - 2 Computer Concepts and Office Fundamentals*

- Opening & saving a file, selecting text to edit, inserting & changing text
- Moving and copying text, finding and replacing text
- Understanding computer terminology and knowing the specifications when buying a computer

*Week 2 – 5 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 6 – 9 Microsoft Excel Introduction and Intermediate levels*

- Describing and using symbols and order of operations, 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 references, using AutoSum, 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 un-hiding rows columns and worksheets, protecting a cell and worksheet, sorting and filtering data

*Week 10 - 13 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 data, 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 14 Microsoft PowerPoint Introduction and Intermediate levels*

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

*Week 15 Final Exam – Comprehensive*

- Date to be scheduled by the Registrar. Final Exam will be completed in a computer lab during the examination period or other pre-approved facility; April 15 to 25, 2020. **Do not plan activities or trips during this period.**

## **STUDENT RESPONSIBILITIES:**

### **Participation:**

The expectation for this course is that students will read the chapter material and work through the assigned exercises, assignments, and tests. Please be aware that while solutions to previous year's assignments may be in circulation, using these is a serious violation of student academic integrity and constitutes student misconduct. In addition, students who copy solutions are unlikely to be able to pass the final examination and, therefore, the course.

Adopting and adhering to effective learning habits in this course will likely take up a great deal of time. You should plan your schedule according to the course schedule above. You may complete assignments and tests before the due dates and submit these when the Moodle links open.

Students are expected to keep current with textbook readings, assignments, tests, Moodle, and GPRC email in order to track the deadlines, which may be subject to change. **Students are responsible for checking the Moodle, course forum, and email systems regularly, at least five times week.**

### **Cell Phones**

The use of cell phones during Zoom sessions and common examinations can be quite distracting to the instructor and to fellow students. Please turn these to silent or consider turning these devices off.

### **Recording**

Recording lectures or taking photos in class is prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed or displayed in any public manner.

### **Student Conduct**

As a student, it is your responsibility to read, understand and comply with the college's academic policies, which are reviewed regularly, updated and posted on our college website. If you have any questions regarding these policies, please contact Student Services.

### **Academic Grievance**

If you feel the actions of an academic staff member are affecting your academic standing, you are encouraged to seek advice and follow the procedures detailed in the Student Academic Grievance Policy. All discussions regarding your concerns are bound by a code of professional ethics that demands confidentiality unless you specifically give permission in writing for the information to be shared.

Normally, you will be encouraged to approach the instructor to share your concern. If satisfaction is not achieved as a result of the discussion with the instructor, you are encouraged to carry the concern to the Chair of the Department. The Chair will normally meet with you and the instructor to facilitate a timely resolution to the issue. You may request the presence of an advocate at this stage or at any other stage in the grievance process.

If your concerns are not resolved by these informal processes, the Chair of the Department will ask you to prepare a written statement of the grievance which clearly indicates the outcome you expect and the appropriate Academic Dean shall try to negotiate the resolution. This step normally moves your concern into the formal grievance processes. At this stage you will want to ensure that you have a complete copy of the Student Academic Grievance Policy.

Students have the right to fair and equitable procedures for resolving matters affecting academic standing. The Student Academic Grievance Policy is available on the College website at [www.gprc.ab.ca](http://www.gprc.ab.ca).

### **Copyright**

Students must obey the Canadian Copyright Act. If you require specific information about copyright, please consult the Library Digital Production Technician or the Library Reference person on duty. GPRC's policy and guidelines for academic use of copyright-protected works may be found on the Library website.

### **Academic Dishonesty**

The College expects intellectual honesty from its students. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat. Intellectual dishonesty undermines the quality of academic activity and accordingly, the College has adopted appropriate penalties for student misconduct with respect to plagiarism and cheating. Penalties are levied according to the degree of the infraction. If you are unsure whether a particular course of action might constitute plagiarism, you are advised to consult with the instructor. Please also see the following page of the outline.

### **Courtesy & Inclusion**

I encourage you to help create an environment of courtesy and inclusion in the course forums and Zoom sessions. One way to do this is to consider that anything that anyone does is to meet a need; it is never about someone doing something to us. If we can view the world this way, we can get curious about what is going on for others instead of getting upset. We can also fully share with others, without judgement, what is important to us. This is a gift. For this strategy see: <https://www.youtube.com/watch?v=eF6kMJxOpvI>

### **STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at [www.gprc.ab.ca/about/administration/policies/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

\*\*Note: all Academic and Administrative policies are available on the same page.

### **Plagiarism**

Plagiarism means submitting work (words, ideas, images, or data) in a course as if it were their own work done expressly for that particular course when, in fact, it is not. Most commonly, plagiarism exists when:

- the work submitted or presented was done, in whole or in part, by an individual other than the student (this includes having another person impersonate the student or otherwise substitute the work of another for their own in an assignment, examination, or test)
- Parts of a student's work are taken from another source without reference to the original author. This includes ideas, words, and images appearing in print, digital, graphical, internet, audio and video formats

- students submit or present the work in one course which has also been submitted in another course (although it may be completely original with the student) without the prior agreement of the instructor
- Clinical or laboratory reports are falsified or fabricated.

While it is recognized that academic work often involves reference to ideas, data and conclusions of others, intellectual honesty requires that such references be explicitly and clearly noted.

Instructors may choose to use online plagiarism detection services. When students submit a paper, it is understood that they are consenting to such a procedure and that they cannot claim any copyright violation should such paper be uploaded to an online plagiarism detection database.

### **Cheating**

Cheating on tests or examinations includes, but is not limited to, the following:

- dishonest or attempted dishonest conduct such as **speaking to other students or communicating with them under any circumstances whatsoever**
- bringing into the examination room a textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner or instructor
- writing an examination, or part of it, outside the confines of the examination room without permission to do so
- consulting any person or materials outside the confines of the examination room without permission to do so
- leaving answer papers exposed to view, or any attempts to read other students' examination papers
- tampering or attempts to tamper with examination scripts, class work, grades and/or class records; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor
- Impersonation of another student in an examination or other class assignment.
- **Absolutely no examination materials may be removed from the examination room.** All papers, answer forms and examination question sheets must be returned to the instructor. If students leave the examination room for any reason unacceptable to the instructor, they must hand in all examination materials and it will be assumed that the examination is completed.

If students voluntarily and consciously aid another student in the commission of one of these offenses they are also guilty of misconduct. Any attempt to commit academic misconduct will bear the same consequences as if the act occurred. A student who assists another student in an act or attempted act of misconduct will also be considered to have committed an offense.