



Grande Prairie Regional College

Department of Business

COURSE OUTLINE – FALL 2012

BA 1150 - 3(3-0-2)UT – Introduction to Computers in Business

Instructor	Abigail Head	Phone	TBA (office)
Office	E401 Station 7	E-mail	ahead@gprc.ab.ca
Office Hours	1 PM – 2:30PM T/Th or make appointment		

Prerequisite: None

Required Text/Resource Materials:

Grauer, Microsoft Office 2010, Volume 1, Second Edition: Prentice-Hall, 2010.

Note: 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. Indeed, it is common to see managers preparing their own reports and 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.

TENTATIVE SCHEDULE:

Week 1

Computer Concepts and Office Fundamentals

- Windows 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 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 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 others 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 the due date and in an acceptable format. *The penalty for late submission will be 5% per day.*
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 have been some problems with students working in collaboration with each other and then submitting identical solutions and/or assignments; see Plagiarism section below.

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

Course credits will be determined on the following basis:

Computer Concepts & Fundamentals Assignment/Test	15%
Word Assignment/Test	15%
Excel Assignment/Test	15%
Access Assignment/Test	15%
PowerPoint Assignment/Test	10%
Final Exam	30%

PLAGIARISM:

The penalty for plagiarism is SEVERE. It can consist of a forced withdrawal from the program and/or institution and/or receiving a failing grade. Refer to the student conduct section and plagiarism (page 48-49) of the GPRC 2012- 2013 academic calendar.

If you have any questions or concerns at any point during the semester and/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.