Grande Prairie Regional College

Business Administration

Course Outline

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

Instructor: Cliff Mitchell
Office: M125   Office Hours: by appointment
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Text: Microsoft Office 2000--Professional Edition--Michael Halvorson

Material: Three (3) 3½" High Density, 1.44 MB (formatted) diskettes
One three ring binder (binder diskette holder recommended)

Prerequisite: None

Course 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 Windows 98, Microsoft Word 2000, Microsoft Excel 2000, and Microsoft PowerPoint 2000. This course also introduces the student to the Internet, Windows 98, and computer terminology.

Course Outline: In both the private and public sectors, employers expect graduates of Business Administration programs to be fully conversant with word processing, presentation software, spreadsheets, databases, WEB PAGES and other microcomputer software products.

In addition, employers expect BA graduates to understand the many terms and concepts associated with their micro-computer systems. Lectures in the latter part of this course will serve to help reduce some of the mystique associated with the computer hardware.

Grading: 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. Students are expected to be in class on time.
3. All assignments must be submitted on time and in an acceptable format. No assignments will be accepted after the last day of class.
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.

Course credit will be determined on the following basis:

Assignments	15%
Word Exam	20%
Excel Exam	20%
PowerPoint Exam	15%
Final Exam	30%

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