



DEPARTMENT OF BUSINESS

COURSE OUTLINE – FALL 2014

BA1150 INTRODUCTION TO COMPUTERS IN BUSINESS – 3 (3-0-1) 60 HOURS

INSTRUCTOR: Doris Hoveland **PHONE:** 780.539.2205
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OFFICE HOURS: Monday & Tuesday 8:30AM – 10:00AM or by appointment

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS:

Grauer, R. (2014). *Microsoft Office 2013* (Vol. 1). Pearson Education, Inc.

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.

CREDIT/CONTACT HOURS:

This is a three credit course meeting for three lecture hours and one lab hour per week.

OBJECTIVES:

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.

TRANSFERABILITY:

** 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

GRADING CRITERIA:

Computer Concepts	15%
Word Exam	15%
Excel Exam	15%
Access Exam	15%
PowerPoint	10%
Final Exam	<u>30%</u>
Total	<u>100%</u>

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A ⁻	3.7	80 – 84	FIRST CLASS STANDING
B ⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B ⁻	2.7	70 – 72	
C ⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C ⁻	1.7	60 – 62	
D ⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

STUDENT RESPONSIBILITIES:

Regular attendance is critical to success. Should a student be unable to attend a class, it is the student's responsibility to acquire the material missed and to complete any assigned readings, in-class work, and assigned homework. Missed exams will result in a grade of zero unless prior arrangements have been made with the instructor.

STATEMENT ON PLAGIARISM AND CHEATING:

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/**

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

COURSE 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 – 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 – 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 un-hiding rows columns and worksheets, protecting a cell and worksheet, sorting and filtering data

Week 9 – 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