Grande Prairie Regional College

School of Business

Department: Business Administration and Commerce

COURSE OUTLINE – FALL 2007
BA 1150- 5(3-2-0)UT – Introduction to Computers in Business

Instructor	Trevor Thomas	**Phone**	539-2824 (office)
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Office Hours	Tuesday and Thursday 10:00 – 11:30 am or by appointment		

Prerequisite:
None

Required Text/Resource Materials:

Grauer, Microsoft Office 2007: Prenctice-Hall, 2007.

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 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

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.   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.

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

7.

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

_   **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.**