# DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

## COURSE OUTLINE – FALL 2017

## BA 1150 Introduction to Computers In Business - 3(3-0-1) 60 HOURS

**INSTRUCTOR:** Dr. Chuntai Jin  **PHONE:** (780)539-2857
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**OFFICE HOURS:** Monday and Wednesday, 10:00-11:30AM

### 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.

### DELIVERY MODE(S):

The course work includes lectures, class discussions, online practice exercises, and in-class exercises.

### 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 a desktop 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:**

BA 1150 is transferable to the following Alberta Colleges and Universities:

- Athabasca University:  CMIS 245 (3) or COMP 210 (3)
- Bow Valley College: MGMT 1302 (3)
- Burman University Option 1xx (3)
- Concordia University of Edmonton: BUS 1xx (3)
- MacEwan University: MCSP 131 (3)
- SAIT: BCMP 225 (3)
- University of Lethbridge:  CPSC 1000 (3)

**\*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.transferalberta.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

\*\* A 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. S**tudents are therefore *strongly advised* to check with the receiving institution regarding transferability.

**EVALUATIONS:**

Word Quiz.................................................................................................................................15%
Excel Quiz................................................................................................................................15%
Access Quiz .............................................................................................................................15%
PowerPoint Quiz......................................................................................................................10%
Hands-on Exercise ..................................................................................................................15%
Final Exam...............................................................................................................................30%

**GRADING CRITERIA:**

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**. This means **DO NOT GET LESS THAN "C-" IF YOU ARE PLANNING TO TRANSFER TO A UNIVERSITY.**

| 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 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 3 –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 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 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 date, 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*

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

**STUDENT RESPONSIBILITIES**:

**Participation:**
Regular attendance is critical to success in BA 1150. Should a student be unable to attend a class, it is the student's responsibility to acquire the material missed and to complete the assigned readings, in-class work, and assigned homework. Assignments, exercises and exams not uploaded in Moodle by the preset deadline will result in a grade of zero.

**Time Management:**
Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in readings and exercises.

**Cell Phones:**
The use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting during class is therefore prohibited. **Cell phones must be either turned off or set to silent mode during class.**

**Recording:**
Recording (audio, image, video) is permitted only for individual study and **only with instructor approval prior to the recording being done**. Any other use of recording constitutes Non-academic Misconduct and will be dealt with in accordance with the Student Code of Conduct procedures.

**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 http://www.gprc.ab.ca/about/administration/policies/

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