Grande Prairie Regional College

School of Health, Wellness & Career Studies
Department of Business and Office Administration

COURSE OUTLINE - Fall 2015
BA 1150 – Introduction to Computers in Business
3(3-0-1) 60 hours

Instructor	Carly McLeod	**Phone**	780-539-2946
Office	C307	**E-mail**	cmcleod@gprc.ab.ca
Office Hours	Tues & Thurs: 1-2:20pm *Or by Appointment		

Required Text/Resource Materials

Grauer, R. (2013) Microsoft Office 2013: Prenctice-Hall.

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:

BA 1150 consists of three hours of instructional time each week plus a weekly one-hour lab.

Delivery Mode(s):

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

Objectives:

The primary objective of BA1150 is to improve computer skills using Microsoft Office 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.

Course 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 spreadsheets and databases that can store and manipulate large amounts of data.

Grading Criteria:

Computer Essentials Quiz	7.5%
Word Quiz	15%
Excel Quiz	15%
Access	15%
PowerPoint	10%
Hands-On Exercises	7.5%
Final Exam	30%

Course Policies:

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.

If a student is unable to attend an in-class test or quiz, the instructor must be advised before the test/quiz is administered, e-mail notification is fine. If there is a valid reason for missing the test, the weight of that test will be added to the total of your final. Failure to notify the instructor of an absence will result in a grade of 0.

Examinations:

A number of quizzes will take place during class times and a final exam will be scheduled in December.

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services.

Grades will be assigned on the Letter Grading System.

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 Schedule/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