



COURSE OUTLINE FALL 2010
BA 1150- 5(3-2-0)UT Introduction to Computers in Business

Instructor

Phone

Students are encouraged to use the computer where applicable, when completing assignments in all courses.

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 – Week 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

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

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 to 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.

