



COURSE OUTLINE – FALL 2010

BA 1150 - Introduction to Computers in Business 3 (3-0-2) UT

Instructor	Gwen Hoyseth	Phone	539-2066
Office	C212	E-mail	ghoyseth@gprc.ab.ca
Office Hours	Monday and Wednesday 10:30 -12:00 or by appointment		

Prerequisite:

None

Required Text/Resource Materials:

Grauer, R., etal. (2009. Microsoft Office 2007 v1, Third Edition Pearson_Prentice Hall

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 introduces the student to the Internet, Windows, and computer terminology.

Credit/Contact Hours:

This course consists of two 1.5 hour classes and one 2 hour lab per week.

Delivery Mode:

A variety of delivery modes will be used including lecture, labs, and computer assisted learning.

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 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:

This course can be included as part of block transfer agreements with Athabasca University, University of Lethbridge, Thompson Rivers University (Kamloops), Royal Roads University, Lakeland College (into their Applied Degree in Financial Services program) and Okanagan College. Students should check with the receiving institution concerning transferability as all arrangements are subject to change.

Grading Criteria:

The grading system employed in this course will be:

Assignments	30%
Module Exams	50%
Final Examination	20%

The course will be broken down into 5 modules, with an exam at the end of each:

Computer concepts	5%
Word Processing	15%
Spreadsheets	15%
Databases	10%
PowerPoint	5%

A final exam will take place in December

Grades will be assigned on the Letter Grading System. ref165.98 602.74 0.48 1.31ff554f603.46 76.38 233

Business Administration and Commerce Department

Grading Conversion Chart

	A+	4	90-100	EXCELLENT	.
	A	4	85-89		

Course Schedule/Timeline:

Week

Topic

September 4