

COURSE OUTLINE ONLINE

BA 1150- 5(3-2-0)UT Introduction to Computers in Business

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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.

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

Week 9 Week 12

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 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.

Business Administration and Commerce Department

Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4	90 100	