

COURSE OUTLINE FALL 2012

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

Instructor	Abigail Head	Phone	TBA (office)
Office	E401 Station 7	E	

TENTATIVE SCHEDULE:

Week 1

Computer Concepts and Office Fundamentals
Windows

6. Although I encourage students assisting each other, *all assignments must be individually done*. In the past, there have been some

Course credits will be determined on the following basis:

Computer Concepts & Fundamentals Assignment/Test	15%
Word Assignment/Test	15%
Excel Assignment/Test	15%
Access Assignment/Test	15%
PowerPoint Assignment/Test	10%
Final Exam	30%

PLAGIARISM: The penalty for plagiarism is SEVERE. It can consist of a forced withdrawal from the program and/or institution and/or receiving a failing grade. Refer to the student conduct section and plagiarism (page 48-49) of the GPRC 2012- 2013 academic calendar.

If you have any questions or concerns at any point during the semester and/or would like to arrange a meeting with me, please do not hesitate to call my office. If I am not in, leave a message on my voice mail.