processing, spreadsneet, and

also be introduced to some or

Clean Regional College Business Administration Course Outline

is in the solv&

(\$) of

sentation software to produce a professional tools

veltes a vereither tregoried on a more encage or a more

computer presentation software package. In this course students will

BA 1150 - Introduction to Computers in Business

This course is intended to familiarize the student with the use of compute business prob. W := 49, W : XX 21. Udents will be expected to my

Instructor:	Classroom:
Bries Mandanald	A307
400 8585pm	Thus #
E-Mail: Igmacdonaldeligprab i n	Mun & Wed 12,05 - 14:20 Fri 12:11 - g ₹5 13:50

COACENDAR DECTR TEXTS ATTOM:

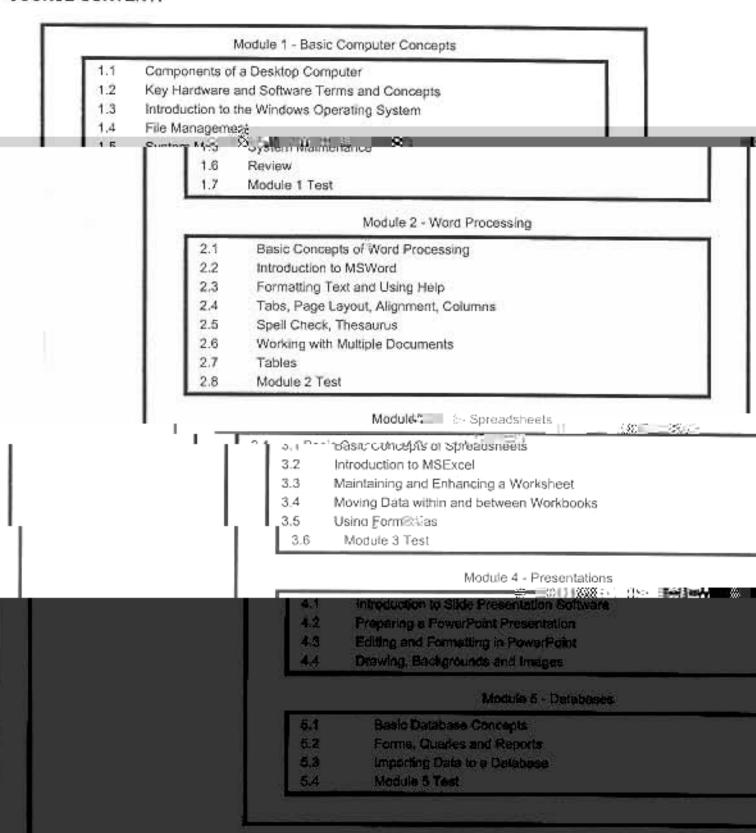
the hardware/software terms and concepts commonly used in the field of business micro compu ing. PREREQUISITES: none GENERALUE DBJECTIVE S:

ent will be conversant in basic computer concepts and term 20 20, and will be able to:

rganize, navigate, and retrieve files on a desktop computer.
system tools in the Mindows OS to aminimis a desktop computer.
the processific software to produce well formatted documents
produced software to organize, manipulate and present data

Upon a why wint the sta

COURSE CONTENT:

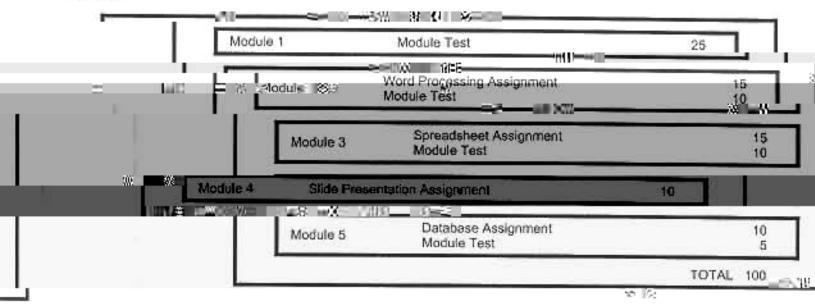


GRADING SYSTEM

GPRC uses the 9-point grading system as explained on page 30 of the College calendar,

Note that a grade of "4" will earn you credit for the course, but it does not entitle you to proceed to certain other courses without special approval. So for the record, consider the passmark to be 5.

The main factor that influences your grade is your weighted average, which I will calculate as follows:



That weighted average translates roughly into the 9-point system as follows:

Weighted Average %	9-Point Grade
90 - 100	9
80 - 89	8
72 - 79	7
65 - ₹4 =	