

BA 1150 - Introduction to Computers in Business

Instructor:

Bruce Macdonald
 400-855-3300
 E-Mail: bmacdonald@ppsc.edu

Classroom:

A307

Time #:

Mon & Wed 12:05 - 14:30
 Tu 12:15 - 13:50

COURSE DESCRIPTION:

This course is intended to familiarize the student with the use of computers in the solving of business problems. Students will be expected to use computer presentation software package. In this course students will learn the hardware/software terms and concepts commonly used in the field.

Students will be expected to use word processing, spreadsheet, and also be introduced to some of the field of business micro computing.

PREREQUISITES:

none

GENERAL OBJECTIVES:

Upon completion of the student will be conversant in basic computer concepts and terminology, and will be able to:

- 1. organize, navigate, and retrieve files on a desktop computer.
- 2. use the system tools in the Windows OS to maintain a desktop presentation.
- 3. use word processing software to produce well-formatted documents.
- 4. use spreadsheet software to organize, manipulate and present data.
- 5. use presentation software to produce a professional looking slide presentation.

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COURSE CONTENT:

Module 1 - Basic Computer Concepts

- 1.1 Components of a Desktop Computer
- 1.2 Key Hardware and Software Terms and Concepts
- 1.3 Introduction to the Windows Operating System
- 1.4 File Management
- 1.5 System Maintenance
- 1.6 Review
- 1.7 Module 1 Test

Module 2 - Word Processing

- 2.1 Basic Concepts of Word Processing
- 2.2 Introduction to MSWord
- 2.3 Formatting Text and Using Help
- 2.4 Tabs, Page Layout, Alignment, Columns
- 2.5 Spell Check, Thesaurus
- 2.6 Working with Multiple Documents
- 2.7 Tables
- 2.8 Module 2 Test

Module 3 - Spreadsheets

- 3.1 Basic Concepts of Spreadsheets
- 3.2 Introduction to MSExcel
- 3.3 Maintaining and Enhancing a Worksheet
- 3.4 Moving Data within and between Workbooks
- 3.5 Using Formulas
- 3.6 Module 3 Test

Module 4 - Presentations

- 4.1 Introduction to Slide Presentation Software
- 4.2 Preparing a PowerPoint Presentation
- 4.3 Editing and Formatting in PowerPoint
- 4.4 Drawing, Backgrounds and Images

Module 5 - Databases

- 5.1 Basic Database Concepts
- 5.2 Forms, Queries and Reports
- 5.3 Importing Data to a Database
- 5.4 Module 5 Test

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:

Module 1	Module Test	25
Module 2	Word Processing Assignment	15
	Module Test	10
Module 3	Spreadsheet Assignment	15
	Module Test	10
Module 4	Slide Presentation Assignment	10
Module 5	Database Assignment	10
	Module Test	5
		TOTAL 100

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 - 71	6