

COURSE OUTLINE - Fall 2013
BA 1150 Introduction to Computers in Business
5(3-2-0)

Required Text/Resource Materials

Grauer, R. (2013) Microsoft Office 2013: 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 also introduces the student to the Internet, Windows, and computer terminology.

Credit/Contact Hours:

BA 1150 consists of three hours of instructional time each week plus a weekly two-hour lab.

Delivery Mode(s):

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 required to perform duties that were formerly performed by secretaries and 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.

Grading Criteria:

Computer Concepts	15%
Word Exam	15%
Excel Exam	15%
Access Exam	15%
PowerPoint	10%
Final Exam	30%
Total	100%

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services.

Grades will be assigned on the Letter Grading System.

Business Administration and Commerce Department

Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A+	4	90 100	EXCELLENT
A	4	85 89	
A ⁻	3.7	80 84	FIRST CLASS STANDING
B+	3.3	76 79	
B	3	73 75	GOOD
B ⁻			

Course Schedule/Timeline: