COURSE OUTLINE - Fall 2015

BA 1150 Ì Introduction to Computers in Business

3(3-0-1) 60 hours

Required Text/Resource Materials

Grauer, R. (2013) Microsoft Office 2013: Prenctice-Hall.

Description:

Objectives:

The primary objective of BA1150 is to improve computer skills using Microsoft Office in business settings.

Students will develop a basic working knowledge of a desktop operating system and a suite of business software applications

Students will explore and apply the functions of file management, word processing, spreadsheet, presentation and database management.

Course Outcomes:

Upon successful completion of the course, students will be able to:

Carry out functions and tasks with word processing, spreadsheets, databases, and presentation software along with other microcomputer software products.

Create a business presentation using PowerPoint

Create Word documents that utilize proper Business formatting.

Create spreadsheets and databases that can store and manipulate large amounts of data.

Grading Criteria:

Computer Essentials Quiz	7.5%
Word Quiz	15%
Excel Quiz	15%
Access	15%
PowerPoint	10%
Hands-On Exercises	7.5%
Final Exam	30%

Course Policies:

Regular attendance is critical to success in BA 1150. Should a student be unable to attend a class, it is the student's responsibility to acquire the material missed and to complete the assigned readings, in-class work, and assigned homework.

If a student is unable to attend an in-class test or quiz, the instructor must be advised before the test/quiz is administered, e-mail notification is fine. If there is a valid reason for missing the test, the weight of that test will be added to the total of your final. Failure to notify the instructor of an absence will result in a grade of 0.

Examinations:

A number of quizzes will take place during class times and a final exam will be scheduled in December.

Statement on Plagiarism:

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

<u>Course Schedule/Timeline:</u>

Week 1 -2   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 3 5   Microsoft Word Introduction and Intermediate levels

Setting margins and specifying page orientation, inserting page breaks, adding page numbers, inserting headers and footers, creating sections, inserting cover pages, using find and replace, checking spelling and grammar, print options, customizing Word
Applying font attributes, highlighting text, controlling word wrapping, copying formats using format painter, tabs and borders, columns, creating table of contents
Inserting and formatting tables, sorting and applying formulas to table data, inserting clip art and images to documents, inserting word art and symbols
Inserting comments in a document, tracking changes in a document,