

COURSE OUTLINE FALL 2012
BA 1150- 5(3-2-0)UT Introduction to Computers in Business

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Tuesday and Wednesday

11:30 – 12:50 pm

Friday

2:30 – 4:20 pm

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

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, viewing documents side by side, mail merges

Week 5 Week 8

Theory:

Information Technology Project Management

Practice: Microsoft Excel Introduction and Intermediate levels

Describing and using symbols and order of precedence, displaying cell formulas, inserting and deleting rows and columns, using cell ranges, move, copy paste and auto fill cells, formatting and managing worksheets, page options for printing

Creating and copying formulas, using relative and absolute cell addresses, using auto sum, inserting basic statistical functions, using date functions, using the IF function, using the VLOOKUP function, using the PMT function, using the FV function

Choosing a chart type, creating a chart, modifying a chart, enhancing a chart with graphic shapes, embedding charts, printing charts

GRADING: This course covers a large volume of material. For some students, this material will be completely new while other will have a background in various aspects of the material presented.

To help ensure that students have a full understanding of all course material presented, and to reduce the problems that are created when students are absent, and at the insistence of a large percentage of the Business Administration student body, please note the following:

1. Students will be expected to attend class on a regular basis. Any student having more than six (6) inexcusable absences may not be allowed to write the final exam.
2. In addition, unless somehow detained, students are expected be in class ON TIME.
3. All assignments must be submitted on time and in an acceptable format.
4. A final grade will not be assigned until all assignments have been submitted.
5. All assignments must be submitted using the software taught in this course unless otherwise noted.

Business Administration and Commerce Department

Grading Conversion Chart

Alpha Grade

Attendance and active class participation are needed to get the most out of this course.

STATEMENT OF PLAGIARISM:

Please refer to the procedures and rules regarding plagiarism and cheating described in the GPRC Academic policy Student Conduct: Plagiarism and cheating (Grande Prairie Regional College Academic Calendar 2012 – 2013, p. 48).

COURSE CREDITS WILL BE DETERMINED ON THE FOLLOWING BASIS:

Attendance	10%
Word Exercises & Individual Assignments	15%
Excel Exercises & Individual Assignments	15%
Access Exercises & Individual Assignments	20%
PowerPoint Exercises & Individual Assignments	10%
Final Exam	30%