

GRANDE PRAIRIE REGIONAL COLLEGE
ACADEMIC UPGRADING DEPARTMENT

COURSE: SOFTWARE BC0068 1 B2

SYLLABUS

INSTRUCTOR: BILL SHAW
OFFICE: C207

GRANDE PRAIRIE REGIONAL COLLEGE
ADULT DEVELOPMENT DEPARTMENT

SYLLABUS

COURSE NAME: SOFTWARE
BC0068 1 B3

LOCATION: B 302/ A312

TIME: TUESDAY
3:00 - 4:50 PM.

DURATION: 7 WEEKS : TOTAL - 14 HOURS

PREREQUISITE: WORD PROCESSING BC0070 1 A2/B2/C2

INSTRUCTOR: BILL SHAW
OFFICE: C219
TELEPHONE: 539-2713

TEXT: NO TEXT IS REQUIRED. HOWEVER,
SEVERAL HANDOUTS WILL BE
DISTRIBUTED THROUGHOUT THE COURSE.

SUPPLIES: THREE RING BINDER, PEN, PENCIL AND
NOTE PAPER. ONE FLOPPY DISK.
ONE 3 1/2" FLOPPY DISK
THIS MAY BE PURCHASES AT THE
COLLEGE BOOKSTORE FOR APPROXIMATELY
\$1.50

COURSE REQUIREMENTS: TO ATTEND EVERY CLASS ON TIME.

TO TAKE ALL QUIZZES AND EXAMS ON
TIME.

TO PARTICIPATE IN INDIVIDUAL AND
GROUP ACTIVITIES AND DISCUSSIONS.

COURSE OBJECTIVES

THE STUDENT WILL BE ABLE TO:

- DEMONSTRATE THE BASIC ELEMENTS OF WINDOWS.
- ACCESS SINGLE OR MULTIPLE APPLICATIONS.
- OPEN FILES.
- SAVE FILES.
- RUN THE MICROSOFT WINDOWS TUTORIALS.
- ACCESS THE PROGRAM MANAGER.
- USE THE MANY FEATURES OF PROGRAM MANAGER.
- ACCESS THE FILE MANAGER.
- DEMONSTRATE THE ABILITY TO CREATE NEW DIRECTORIES.
- FORMAT BLANK DISKS.
- CHANGING DRIVES.
- SEARCHING FILES AND DIRECTORIES.
- INSERT NEW FILES FROM ONE DIR. TO ANOTHER.
- COPY A FLOPPY DISK.
- CHANGE SET UP FEATURES OF THE CONTROL PANEL.
- DEMONSTRATE OPERATION OF THE PRINTER.
- WORK WITH WINDOW ACCESSORIES.
- WORK WITH PAINTBRUSH.
- WORK WITH ADDITIONAL ACCESSORIES.
 - CALCULATOR, CALENDAR, CARDFILE, CLOCK, NOTEPAD,
- WORK WITH THE APPLICATION WORD PERFECT FOR WINDOWS.
- DEMONSTRATE THROUGH QUIZ AND CLASSROOM ASSIGNMENTS THE
- OPERATION OF WORD PERFECT.

EVALUATION

ASSIGNMENT #1	10%
ASSIGNMENT #2	10%
ASSIGNMENT #3	10%
MID BLOCK QUIZ	20%
ASSIGNMENT #4	10%
ASSIGNMENT #5	10%
FINAL EXAM	<u>30%</u>
 TOTAL	 100%