

**GRANDE PRAIRIE REGIONAL COLLEGE**  
**Department of Office Administration**  
**Course Outline**

CA 1361 - INTRODUCTION TO COMPUTERS--Spreadsheets 1(1 0 5) 30 hours  
CA 1362 - INTRODUCTION TO COMPUTERS--Word Processing 1(1 0 5) 30 hours  
CA 1363 - INTRODUCTION TO COMPUTERS--Database 1(1 0 5) 30 hours

**INSTRUCTOR:** Evans Forsyth

**OFFICE:** C415

**PHONE:** 539-2009 (Office)  
532-1031 (Residence)

**MATERIALS**

**REQUIRED:** Lab Kit--CA 1361, or Lab Kit--CA 1362, or Lab Kit--CA 1363

**PREREQUISITE:** None.

**COURSE**

**DESCRIPTION:** This is an introductory course on computers covering the concepts needed to use computers (terminology, hardware, operating systems, and design) as well as practical experience using MS DOS and selected programs (WordPerfect for Windows, Quattro Pro, and dBase IV).

Computer Based Instruction (CBI) is used in this course. A 1 to 5 ratio in learning time, when CBI is used, is not unusual. (The fastest student may complete their work in as little as 1/5 the time of a learner with little background.) Lecture will take up approximately 10% of the class time.

If you are auditing the course, and are falling behind, please consider the MS DOS, and chapters from the text, to be fillers--additional material that you may not have enough time to complete.

Class will meet for five hours per week. Students are expected to come in for additional lab time, at their convenience.

**COURSE**

**OBJECTIVES:**

1. To familiarize students with the language and essential concepts of computing.
2. To familiarize students with software tools that will assist them in other courses and in the job market.

**EVALUATION:** End of Unit Quizzes: 100%

Fall 1994