



# Grande Prairie Regional College

## Academic Upgrading

### COURSE OUTLINE – WINTER 2009

#### CP 0110 5 (0-0-5) HS Basic High School Computing

**Instructor** Bill Shaw

**Office** C207

**Class** Mon., Fri. 11:30 – 12:20

**Times** Tues., Thurs., 11:30 – 12:50

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**E-mail** bshaw@gprc.ab.ca

**Office** Mon., & Fri.

**Hours** 10:00 – 11:00

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#### **Prerequisite(s)/corequisite(s):**

CP0101 or CP0105 or keyboarding speed of 20 net wpm and some experience in word processing.

#### **Required Text/Resource Materials:**

*Go! with Microsoft Office 2007 Introductory* by Gaskin, Ferrett, Vargas and Marks.

#### **Description:**

This course is a functional introduction to computer systems organized around the following core areas: study of computer terminology and basic computer concepts, the microcomputer system and Windows operating system, techniques of accessing and using the Internet and use of various software packages that contain Word, Excel, PowerPoint and Access capabilities.

#### **Delivery Mode(s):**

This is a practical course delivered in a computer lab setting. The learner will observe expert techniques and then implement those techniques.

#### **Credit/Contact Hours:**

This is a 5 credit course with 5 contact hours per week.

## **Objectives:**

This course will include but is not limited to the following topics:

- Working within the Windows Operating System
- Use Outlook to read and respond to email
- Use Internet Explorer to search the Internet, create and manage favorites and save and print web pages.
- Define computer and identify different types of computers
- Describe hardware devices and their uses
- Identify types of software and their uses
- Create, save, print and edit Word, Excel, PowerPoint and Access documents
- Word specific:
  - Select, delete and format text
  - Use the spelling and grammar checker
  - Format text and use lists
- Excel specific:
  - Enter and edit data in a worksheet
  - Format data, cells and worksheets
  - Charting data
  - Perform calculations using functions
  - Format and print multiple worksheets in a workbook
- Access specific:
  - Sort and query a database
  - Create table relationships
  - Sort records in a table
  - Create a database table from an Excel spreadsheet
  - Create and use complex queries
  - Create and use forms, filters and reports
- PowerPoint Specific:
  - Format slide elements
  - Insert and format pictures and shapes
  - Apply slide transitions
  - Reorganize presentation text and clear formats
  - Customizing slide backgrounds and themes
  - Animating a slide show
  - Presenting data with tables and charts

### **Grading Criteria:**

The course grade will consist of projects, worksheets, practical exams and a presentation according to the following scheme.

Projects	40%
Worksheets	10%
Exams (4 @ 10% each)	40%
PowerPoint Presentation	10%

Unless prior arrangements have been made, ***projects submitted after the due date will be assigned a grade of zero.*** Likewise, ***missed exams will result in a grade of zero.***

Exam dates will be announced in class. There will be 1 practical exam on each of Word, Excel, Access and PowerPoint.

Grades will be assigned on the Letter Grading System.

#### **Academic Upgrading Department**

##### **Grading Conversion Chart**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>76 – 79</b>	
<b>B</b>	<b>3</b>	<b>73 – 75</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>

## Classroom/Lab Behavior and Decorum



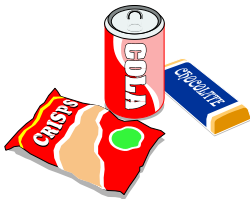
**When working in a classroom or lab, you are expected to treat the setting as a business meeting.** As such, the following professional business behavior will be expected of all students at all times.



**Turn off all cell phones and pagers.** In consideration of others do not use cell phones or pagers in a classroom or lab. It is very disruptive when such devices ring in class or during a lab. We understand that these devices are important to you and your family, so set your device to "manner mode," and excuse yourself politely from the room when you need to speak with someone.



**No talking and no keyboarding when the Meeting Leader (professor, supervisor, guest speaker, or classmate) is talking to the group.** This behavior is not tolerated in business meetings.



Our maintenance staff works hard to keep our classrooms and labs clean for you. Thus, **no food** and **only water or covered drinks** are permitted in the lab.



**Treat all individuals in the class with respect and kindness.** Be willing to help others in the classroom—research has shown that the best way to learn something is to teach someone else!



**Be on time** and phone the instructor before class if you are unable to attend class.



**Do not display on your computer screen any material or Web sites that would be offensive or hurtful to others in the classroom or lab.**

Bill Shaw      C207   539-2713

