# GRANDE PRAIRIE REGIONAL COLLEGE
## CP 0110 A3 Basic High School Computing
## COURSE OUTLINE

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|---|---|
| **Instructor** | Christina Adkin |
| **Office** | N/A |
| **Phone Number** | 539-2713 |
| **Email** | cadkin@gprc.ab.ca |

**CLASSROOM:**     A307

**HOURS:**     Monday & Friday  11:30 -12:20
Tuesday & Thursday 11:30 – 12:50

**TEXT/SUPPLES:**     Custom PHIT: MS Office XP Series, data disks as required

**PREREQUISITES:**     CP 0101 or CP 0105 or a keyboarding speed of 20 WPM and some experience in word processing.

**COREQUISITES:**     EN 0110 and MA 0090 or higher or equivalent.

**COURSE DESCRIPTION:** This course is a functional introduction to computer systems organized around the following core areas: study of computer terminology and fundamental computer concepts, the microcomputer system and Windows operating system, techniques of accessing and using the internet and use of various software packages that contain spreadsheet, graphic, presentation and data base capabilities.

**ATTENDANCE:**     Regular attendance is required and is essential for passing the course. If you must be absent, please contact me for assistance in acquiring missed material if applicable. As per Department Policy, if you miss more than **15 days** per semester in any course, you may be debarred from the final exam for that course.

Please be on time for class. When you are late you disturb the rest of the class and miss valuable information presented at the beginning of the class.

**TESTS:**     The following is Department Policy for missed tests:

1. In order to be given the opportunity to write a test after the due date, the student must phone the instructor on the morning of the absence and be given permission to write the test at a later date. If the instructor is unavailable, the student should leave his/her phone number where they can be reached. If permission is given, the student will be given an alternate test.

2. If permission to write a late test is given, the late test will be docked a minimum of 10 percentage points per day of lateness.

**ACADEMIC UPGRADING GRADE CONVERSION CHART:**

As approved: May 25, 2004

| Alpha Grade | 4-Point Equivalent | Percentage Guidelines | Designation |
|---|---|---|---|
| A+ | 4.0 | 90-100 | *Excellent* |
| A | 4.0 | 85-89 | |
| A- | 3.7 | 80-84 | *First Class Standing* |
| B+ | 3.3 | 76-79 | |
| B | 3.0 | 73-75 | *Good* |
| B- | 2.7 | 70-72 | |
| C+ | 2.3 | 67-69 | *Satisfactory* |
| C | 2.0 | 64-66 | |
| C- | 1.7 | 60-63 | |
| D+ | 1.3 | 55-59 | *Minimal Pass* |
| D | 1.0 | 50-54 | |
| F | 0.0 | 0-49 | *Fail* |

**COURSE SYLLABUS**

**Weekly Course Outline**

| Week # | Dates | Lesson Topic |
|---|---|---|
| 1 | Jan. 03-07 | Introduction to Computer |
| 2 | Jan. 10-14 | Introduction to Computer |
| 3 | Jan. 17-21 | Introduction to Computer |
| 4 | Jan. 24-28 | Introduction to Word |
| 5 | Jan. 31-Feb. 04 | Introduction to Word |
| 6 | Feb. 07-11 | Introduction to Word |
| 7 | Feb. 14-18 | Introduction to Word |
| 8 | Feb. 21-25 | Reading Week (No Classes) |
| 9 | Feb. 28-Mar. 04 | Independent Activities |
| 10 | Mar. 07-11 | Introduction to Power Point |
| 11 | Mar. 14-18 | Introduction to Power Point |
| 12 | Mar. 21-25 | Introduction to Power Point |
| 13 | Mar. 28- Apr. 01 | Introduction to Excel |
| 14 | Apr. 04-08 | Introduction to Excel |
| 15 | Apr. 11-15 | Introduction to Excel |