DEPARTMENT OF ACADEMIC UPGRADING

COURSE OUTLINE – WINTER 2012

CP 0110 3 (0-0-3) HS COMPUTER APPLICATIONS II

INSTRUCTOR: **Joan Godbout** PHONE: **780 539-2727**
1-888-539-4772 (GPRC Toll Free)

OFFICE: **B301B** E-MAIL: **jgodbout@grpc.ab.ca**

OFFICE HOURS: **Half an hour after class**

PREREQUISITE(S)/COREQUISITE: CP 0105

REQUIRED TEXT/RESOURCE MATERIALS: Several online and instructor-prepared materials available as hard copies and through *Moodle*.

CALENDAR DESCRIPTION: This course includes not only advanced software applications but also the study of terminology and concepts related to computer hardware and software. Features and capabilities of computers will be assessed in relation to specific user needs.

CREDIT/CONTACT HOURS: This a 3-credit course with 3 contact hours per week (45 hours). The class meets three days per week – Monday, Tuesday and Thursday.

DELIVERY MODE(S): This course consists of lecture, demonstration and hands-on practice in a computer lab setting. In-class practice exercises will prepare students for individual assignments/projects.

OBJECTIVES:

Apply ***advanced features of word processing*** which include:

- formatting (and reformatting) text and documents
- using citation and reference features in an academic essay
- preparing tables and charts using advanced features

Proofread to ***identify and correct both typing and language errors*** (grammar, spelling, punctuation and word usage) in prepared documents. Employ the **spelling/grammar checker** and thesaurus to assist in editing electronically-prepared documents.

Navigate M/S Excel to ***prepare a basic spreadsheet*** and include:

- identifying the components of the M/S Excel window -- various toolbar features and buttons
- creating, retrieving, modifying, formatting, saving and printing a basic spreadsheet
- gathering, compiling and updating data; inserting basic formulas and functions
- designing charts and graphs using M/S Excel
- creating charts or graphs from data

Move to advanced features in ***PowerPoint presentations*** which include:

- using templates and/or customizing slide backgrounds
- making choices based on design elements (focus, balance, proportion, unity, tone, emphasis, style …)
- inserting images, illustrations, hyperlinks, media clips and formatting/enhancing graphics
- using textboxes, sounds, transition effects
- adding animations
- making a *PowerPoint* presentation

Investigate and compare the ***features and capabilities of various computers*** which include:

- identifying the major components of a personal computer (hardware devices and their uses); their features and capabilities
- identifying how each component contributes to the computer's performance
- comparing and assessing features in relation to specific user needs
- determining what is needed to protect a system against viruses, spam and system crashes
- investigating options to protect a personal computer (spyware, firewalls, pop-up blocking)

TRANSFERABILITY: Although 50% is considered a pass in most courses, research and experience indicate that future academic success requires higher standards. Therefore, in Academic Upgrading instructors strongly recommend that students achieve 65% (C) or better in order to skillfully apply advanced software applications.

GRADING CRITERIA:

In-Class Practice Activities and Quizzes		**12%**
Attendance and Punctuality		**5%**
Assignments		
1 – A Word Processing Project with Proofreading Practice	10%	
2 – A Tables and Charts Project	14%	
3 – A Spreadsheet Project (research and set up using Excel)	14%	**63%**
4 – A PowerPoint Project with Class Presentation	15%	
5 – Reporting Individual and Group Research Findings (Features of Hardware and Software) * from online sources, in-store research and guest speaker(s)	10%	
Final Exam		**20%**

GRANDE PRAIRIE REGIONAL COLLEGE -- GRADING CONVERSION CHART

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation	Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A^{+}	4.0	**90 – 100**	**EXCELLENT**	**C^{+}**	2.3	**67 – 69**	**SATISFACTORY**
A	4.0	**85 – 89**		**C**	2.0	**63 – 66**	
A^{-}	3.7	**80 – 84**	**FIRST CLASS STANDING**	**C^{-}**	1.7	**60 – 62**	
B^{+}	3.3	**77 – 79**		**D^{+}**	1.3	**55 – 59**	**MINIMAL PASS**
B	3.0	**73 – 76**	**GOOD**	**D**	1.0	**50 – 54**	
B^{-}	2.7	**70 – 72**		**F**	0.0	**0 – 49**	**FAIL**
				WF	0.0	**0**	**FAIL, withdrawal after the deadline**

EXAMINATIONS: This course focuses practice of advanced software application in order to complete five assignments/projects. Assessment will include both quizzes that focus on concepts as well as in-class application.

There is no mid-term exam in this course.

The final exam will include assessment of both concepts and application. Based on GPRC policy, you are responsible to "write tests and final examinations at the times scheduled by the instructor or the Office of the Registrar". Your final exam will be set by the Registrar on one of these dates: April 16 to 26, 2012.

For your class, a weekly schedule will be available on *Moodle*; you will be given ample notice of tests both in class and through the weekly schedule.

If you know that you will need to be away for a test, make arrangements with me to write either before or after the group. If you must be absent due to medical or unforeseen circumstances, you will also need to make arrangements with me as well as write the test before it is returned to other students.

Once you have made arrangements, the test will be available in the **Testing Room (A205)** for a short period of time (usually a day or two). You are expected to make arrangements with Testing Room staff and to write outside class time.

Again, after I have handed back a test, there is no opportunity for you to complete tests.

STUDENT RESPONSIBILITIES: Attendance is a requirement for academic and career success. Attend class unless completely unavoidable. If you are ill and could make others sick, you have reason to be away. Not feeling 100 percent is not an excuse.

If I need to be away, I will let you know either in class or electronically through *Moodle*. I will make arrangements for you to continue course work by providing activities/assignments so we do not fall behind in our course work. Likewise, if you need to be away, I expect you will make arrangements with me so I may help you. It is also expected that while you away, you will work on assignments and be ready for quizzes. It is your responsibility to check the schedule on *Moodle*, and do not let yourself fall behind.

If you need assistance or extra time completing course material, the onus is on you to meet with me as soon as possible. Late submission of assignments may be subject to deduction of 5 percent/day only until the corrected assignments are returned.

In addition to the "Student Rights and Responsibilities" as set out in *GPRC Policies*, the following guidelines will allow us to have an effective learning environment for everyone.

- I will start classes on time; similarly, arrive on time, be ready to work, and remain for the duration of the class.
- Some activities are disruptive to teaching and learning, so during class, have your phone on silent mode and no texting.
- Many learners prefer a quiet learning/working atmosphere, so refrain from unrelated and/or disruptive talking during class time.
- This is course is in a computer lab; therefore, keep your beverages away from electronic equipment. Do not bring food in the classroom.
- Keep your area clean and remove all clutter when you leave.

HOMEWORK: There are a number of computer labs available in the College, including A205 which is open daily until 4:15. The Library Lab is open in the evening as well as on the weekends (check the website for exact times).

STATEMENT ON PLAGIARISM AND CHEATING: Grande Prairie Regional College "expects intellectual honesty from its students. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat … [therefore] the College has adopted appropriate penalties for student misconduct with respect to plagiarism and cheating" (from the *GPRC Academic Policy – Student Misconduct).* If you wish to obtain further information, refer to GPRC's Academic Policy titled *Student Misconduct: Plagiarism and Cheating.*
http://www.gprc.ab.ca/downloads/documents/Student%20Misconduct%20Plagiarism%20and%20Cheating.pdf

Plagiarism includes submitting copied work as your own as well as allowing another person to copy, thus enabling that person to commit plagiarism. So while you may work together, you must make certain to submit your own work.

Students in CP 0110 found to be "intellectually dishonest" on assignments or tests will receive a grade of zero. As an additional caution, be aware that copying even a short passage is plagiarism.

TENTATIVE COURSE SCHEDULE:

<table>
<tr><th>Week</th><th>Date</th><th>Skills Focus</th><th>Project</th></tr>
<tr><td>1 -2</td><td>Jan 5

Jan 9 - 13</td><td rowspan="2">• Skills review
• Overview of M/S features

Apply advanced features of word processing which include:
• formatting (and reformatting) text and documents
• using citation and reference features in an academic essay

Proofread to identify and correct both typing and language errors (grammar, spelling, punctuation and word usage) in prepared documents.

Employ the spelling/grammar checker and thesaurus to assist in editing electronically-prepared documents.</td><td rowspan="2">Project 1 –

A Word Processing Project with Proofreading Practice (10%)</td></tr>
<tr><td>3</td><td>Jan 16 - 20</td></tr>
<tr><td>4</td><td>Jan 23 – 27</td><td rowspan="3">Apply advanced features of word processing which include:
• preparing tables and charts using advanced features</td><td rowspan="3">Project 2 –

A Tables and Charts Project (14%)</td></tr>
<tr><td>5</td><td>Jan 30 – Feb 3</td></tr>
<tr><td>6</td><td>Feb 6 – 10</td></tr>
<tr><td>7</td><td>Feb 13 - 17</td><td rowspan="4">Navigate M/S Excel to prepare a basic spreadsheet and include:
• identifying the components of the M/S Excel window -- various toolbar features and buttons
• creating, retrieving, modifying, formatting, saving and printing a basic spreadsheet
• gathering, compiling and updating data; inserting basic formulas and functions
• designing charts and graphs using M/S Excel
• creating charts or graphs from data</td><td rowspan="4">Project 3–

A Spreadsheet Project (research and set up using Excel) (14%)</td></tr>
<tr><td>Winter Break</td><td>Feb 20 – 24</td></tr>
<tr><td>8</td><td>Feb 27-
March 2</td></tr>
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<tr><td>9</td><td>March 5 - 9</td><td rowspan="3">Move to advanced features in PowerPoint presentations which include:
• using templates and/or customizing slide backgrounds
• making choices based on design elements (focus, balance, proportion, unity, tone, emphasis, style …)
• inserting images, illustrations, hyperlinks, media clips and formatting/enhancing graphics
• using textboxes, sounds, transition effects
• adding animations
• making a PowerPoint presentation</td><td rowspan="3">Project 4 –

A PowerPoint Project with Class Presentation
(15%)</td></tr>
<tr><td>10</td><td>March 12 – 16</td></tr>
<tr><td>11</td><td>March 19 - 23</td></tr>
<tr><td>12</td><td>March 26 – 30</td><td rowspan="3">Investigate and compare the features and capabilities of various computers which include:
• identifying the major components of a personal computer (hardware devices and their uses); their features and capabilities
• identifying how each component contributes to the computer’s performance
• comparing and assessing features in relation to specific user needs
• determining what is needed to protect a system against viruses, spam and system crashes
• investigating options to protect a personal computer (spyware, firewalls, pop-up blocking)</td><td rowspan="3">Project 5 –

Reporting Individual and Group Research Findings (Features of Hardware and Software)
(10%)</td></tr>
<tr><td>13</td><td>April 2 - 6</td></tr>
<tr><td>14</td><td>April 9 - 12</td></tr>
<tr><td colspan="4">**** Final Exam – date is set by the Registrar’s Office from April 16 - 26, 2012 ****</td></tr>
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