GPRC

DEPARTMENT OF ACADEMIC UPGRADING

COURSE OUTLINE – WINTER 2013

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

INSTRUCTOR:	**Joan Godbout**	PHONE:	**780 539-2727**
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OFFICE HOURS: **Half an hour before or after class**

PREREQUISITE(S)/COREQUISITE: CP 0105

> ***Note:*** Students who have a typing speed of less than 25 wpm
> may struggle to complete assignments will need to work outside
> class time to complete the projects and remain on schedule.

REQUIRED TEXT/RESOURCE MATERIALS: Several online (tutorials, You Tubes, and diagrams), instructor-prepared materials available 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. *GPRC Website*.

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, demonstrations and hands-on practice in a computer lab setting. In-class practice exercises will prepare students for individual assignments/projects.

OBJECTIVES:

Applying ***advanced M/S Word features to prepare a manuscript*** which include:
- practicing basic keyboarding skills and becoming reacquainted with the features of Word
- formatting (and reformatting) text and documents
- using citation and reference features in an academic essay
- preparing tables and charts using advanced features
- proofreading to identify and correct both typing and/or language errors; employing the spelling/grammar checker and thesaurus to assist in editing documents

Navigating ***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

Employing the advanced features in ***M/S 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, music, hyperlinks, media clips and formatting/enhancing graphics
- using textboxes, sounds, transition effects; adding animations
- sharing/presenting a *PowerPoint* project to the class

Utilizing the basics of ***M/S Publisher to prepare a basic newsletter***:
- starting with one of the pre-designed templates and adapting it to create a unique newsletter
- adding text, including revising, repositioning and continuing an article on another page
- creating columns and adjusting the layout
- adding images/pictures/logos, changing how these appear and controlling the text wrap around them

Investigating and comparing the ***basic features and capabilities of various computers*** (hardware and/or software) which may 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)

ADDITIONAL COURSE OBJECTIVES: As a student, you will be expected to develop technical skills which will serve you well in future courses; these include:
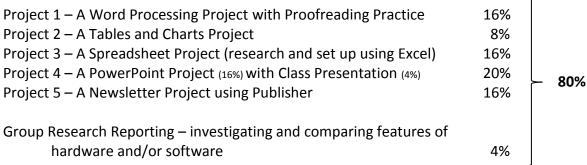
- regularly checking *Moodle* for the unit schedule and assignment due dates
- checking *Moodle,* especially when you absolutely need to be absent, and completing exercises and assignments on time
- correctly submitting assignments electronically using *Moodle*

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. ** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions.

GRADING CRITERIA:
Assignments

Project 1 – A Word Processing Project with Proofreading Practice	16%
Project 2 – A Tables and Charts Project	8%
Project 3 – A Spreadsheet Project (research and set up using Excel)	16%
Project 4 – A PowerPoint Project (16%) with Class Presentation (4%)	20%
Project 5 – A Newsletter Project using Publisher	16%
Group Research Reporting – investigating and comparing features of hardware and/or software	4%

80%

Final Exam (production based) **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

EVALUATIONS: This course focuses on practice of advanced software application in order to complete five assignments/projects. Assessment will focus on concepts and application.

The final exam will include assessment of both course 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 18 to 29, 2013**.

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 through a staff member. 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 let me know so I may help you. It is also expected that while you away, you will work on assignments so you remain on schedule (do this as best as circumstances permit).

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.

> Late submission of assignments will be subject to deduction of 5 percent/day ONLY until the corrected assignments are returned (that is, unless prior arrangements were made). Unfortunately, late submissions will not be accepted after marked assignments have been 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 a computer lab course; 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 weekend (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 academic dishonesty.

PRINTING POLICY: Each student will have a printing account established with a credit balance at the beginning of each course. Student printing is charged from this account at a cost of $0.10 per sheet (each sheet represents 2 pages, when printed double-sided). If required, additional printing may be purchased.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Date	Skills Focus	Project
1	Jan 8, 10	Skills review overview of M/S features	**Project 1** – A Word Processing Project with Proofreading Practice
2	Jan 14 - 17		
3	Jan 21 - 24	Applying **advanced M/S Word features to prepare a manuscript**	
4	Jan 28 - 30		**Project 2** – A Tables and Charts Project
5	Feb 4 - 7	Navigating M/S Excel to **prepare a basic spreadsheet**	**Project 3**– A Spreadsheet Project (research and set up using Excel)
6	Feb 11 - 15		
Winter Break	**Feb 18 - 22**		
7	Feb 25 - 28		
8	March 4 - 7	Employing the advanced features in **PowerPoint presentations**	**Project 4** – A Power Point Project with Class Presentation
9	March 11 - 14		
10	March 18 - 22		
11	March 25 - 28	Utilizing the basics of **M/S Publisher to prepare a basic newsletter**	**Project 5** – A Newsletter Project
12	April 1 - 5		
13	April 8 - 11	Group Research Reporting – **investigating and comparing features of various computers (hardware and/or software)**	Group Reporting
14	April 15, 16		
Final Exam – date is set by the Registrar's Office from **April 18 - 29, 2013**			