

Grande Prairie Regional College
School of Business
Department: Academic Upgrading

COURSE OUTLINE – WINTER 2007

CP 0110 5(0-0-5) – Basic High School Computing

Instructor	William Shaw	Phone	539-2713 (office) 539-7670(home)
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Office Hours	Tuesday and Thursday 2:00 – 3:00 pm or by appointment		

Prerequisites:

CP0101 or CP0105 or keyboarding speed of 20 word per minute and some experience in word processing.

Corequisites:

EN 0110 and MA 0090 or equivalent.

Text Book and Materials: GO! with Microsoft Office 2003 Brief, 2nd Edition, by Shelly Gaskin, John Preston, Robert Ferrett, Linda Foster Turpen, Alicia Vargas © 2007, published by Pearson Prentice Hall.

A storage device for your files (diskette, writable CD)

A 3-ring binder for keeping class notes and materials, and several pens, and pencils.

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 Internet and use of various software packages that contain spreadsheet, graphic, presentation and data base capabilities.

Course Delivery: This course will be delivered in a computer lab setting using Microsoft Office suite software. You will use a computer to practice the most commonly used Microsoft programs including the Windows operating system, Internet Explorer for navigating the internet, and the

four most popular programs within the Microsoft Office Suite. Within the Microsoft Office Suite, you will use Word, Excel, PowerPoint, and Access. Microsoft Word is a processing program with which you can create common business and personal documents. Microsoft Excel is a spreadsheet program that organizes and calculates accounting type information. Microsoft PowerPoint is a presentation graphics program with which you can develop slides to accompany an oral presentation. Finally, Microsoft Access is a database program that organizes large amounts of information in a useful manner.

Method of Instruction:

Observation: You will observe a demonstration of each chapter's content to see the expert method of using the software.

Practice: Using the expert techniques you have observed, you will practice using the software by completing assignments in each chapter.

You are encouraged to work together to solve problems. However, you must complete your own work. You may not lend your storage device to another student, print for someone else, or copy your storage device for another student. Such actions are considered cheating and are subject to actions as outlined in the College calendar.

Demonstration of mastery: You will demonstrate your mastery of the software by completing tests that measure your skill in using the software.

Credit/Contact Hours:

This is a 5 credit course with 4 lectures per week. Students are expected to attend all lectures.

Attendance and Lateness: Regular attendance is expected of all students as it is crucial to passing the course. Students missing more than 25% of lectures may be required to withdraw from the course, and/or may be given a failing grade. Lateness will not be permitted as it disrupts the class.

Tests and Exams: All tests and exams MUST be written at the schedule times, unless PRIOR arrangements have been made with the instructor(s).

A missed test or exam will result in a mark of zero for that test/exam.

Course Objectives: Upon completion of this course, students will have a general working knowledge of Word 2003 suitable for practical application with other course work within the department.

The learner shall understand and be able to:

- Define Computer and Identify Required Components
- Identify the Types of Computers
- Describe Hardware Devices
- Identify Types of Software and Their Uses
- Describe Networks and Define Network Terms
- Explore and Navigate Word Windows
- Create Documents
- Format and Organize Text
- Use Graphics and Tables
- Create Documents with multiple Columns and Special Formats
- Navigate an Excel Workbook
- Edit Workbooks, Formulas, and cells
- Format a Worksheet
- Work with Access Databases and Tables
- Create Forms and Reports with Access
- Format Presentation with PowerPoint
- Create Presentation with PowerPoint

Grading Criteria: The final grade will be based on the following components as per the scheme below.

Test (Computer Basics / Internet)	10%
Test (Word)	10%
Test (PowerPoint)	10%
Test. (Access)	10%
Assignments (Word Assignments)	10%
Assignments (PowerPoint Assignments)	10%
Assignments (Access Assignments)	10%
 Final Exam	 <u>30%</u>
Total	100%

Course Schedule CP0110 A3 2006

The Semester at a Glance There are 13 Semester Weeks		
Week	Class Meeting Dates	Chapter For each Chapter, you will receive a specific assignment sheet indicating the Projects to complete.
1		Obtain text and materials Introduction to Blackboard
2		Computer Basics Chapter Internet Explorer
3		Internet Explorer Chapter Word Chapter 1, Creating Documents with Word
4		Word Chapter 2, Formatting and Organizing Text Word Chapter 3, Using Clip Art and Tables
5		Word Chapter 4, Creating Documents with Multiple Columns and Special Formats
6		Excel Chapter 1, Getting Started with Excel
7		Excel Chapter 2, Editing Workbooks, Formulas, and Cells
8		Excel Chapter 3, Formatting a Worksheet
9		PowerPoint Chapter 1, Getting Started with PowerPoint
10		PowerPoint Chapter 2, Creating a Presentation
11		PowerPoint Chapter 3, Formatting a Presentation
12		Access Chapter 1, Getting Started with Access Databases and Tables
13		Access Chapter 2, Forms and Reports

Classroom/Lab Behavior and Decorum



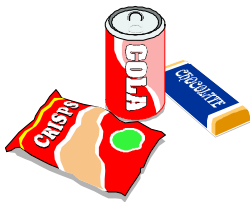
When working in a classroom or lab, you are expected to treat the setting as a business meeting. As such, the following professional business behavior will be expected of all students at all times:



Turn off all cell phones and pagers. In consideration of others, do not use cell phones or pagers in a classroom or lab. The ringing of such devices is not permitted in a classroom or lab. We understand that these devices are important to you and your family, so set your device to "manner mode," and then excuse yourself politely from the room in the event 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, and food and drinks are what make a classroom messy, smelly, and unpleasant. Thus, **no food or drinks except water** are permitted in the classroom at any time.



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 professor before class if you are unable to attend class.

Bill Shaw
Office: 539-7670



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.

