

GRANDE PRAIRIE REGIONAL COLLEGE

COURSE OUTLINE - FALL 1996

COMPUTING SCIENCE 1570
Introduction to Computing for Business Applications

INSTRUCTOR Kenward Chin

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Office Hours: To be announced.

Office hours may also be arranged by individual appointment with the instructor.

COURSE DESCRIPTION

This course will introduce the student to the application of computers to business problems. The student will become familiar with general computing concepts and terminology as well as gain an understanding and appreciation of the impact that computer technology has on society. The lab portion of the course will provide students with hands-on experience using common microcomputer applications.

COURSE MATERIALS**Texts:**

Shelly, G. B., T. J. Cashman, G. A. Waggoner and W. C. Waggoner. *Using Computers: A Gateway to Information, and Microsoft Office: Word 6, Excel 5, Access 2, PowerPoint 4*, Boyd & Fraser Publishing Company, 1995.

These texts are sold in the bookstore as a single, large spiral-bound volume. Shrink-wrapped with the text is a 3½" floppy disk containing data to be used in student exercises.

Materials:

Several 3½" floppy disks are required for saving your work. Either unformatted or preformatted disks are acceptable; high density (HD) disks are preferred.

DATES TO REMEMBER

Sep 20, 1996	Last day to Drop Registration for fall courses.
Nov 1, 1996	Last day to apply for Withdrawal With Permission for fall courses.
Dec 5, 1996	Last day of scheduled classes.
Dec 9 - 13; 16 - 17, 1996	Fall Semester Exam Period. The final exam may be scheduled <i>at any time</i> during this period. The student should not plan to be absent during this period until his/her final exams have been completed.

EVALUATION PROFILE AND GRADING

Labs, Quizzes, Assignments	30%
Term Test 1	15%
Term Test 2	20%
Final Exam	35%
	100%

The final percentage achieved by the student will be converted to GPRC's nine point scale as follows:

9	90 - 100	4	50 - 56
8	80 - 89	3	45 - 49
7	72 - 79	2	26 - 44
6	65 - 71	1	0 - 25
5	57 - 64		

A grade of 4 is considered a passing grade, but may not be sufficient to fulfill prerequisite requirements for some subsequent courses.

LATE ASSIGNMENTS

The due date for each assignment will be given on the assignment handout. Assignments are due *at the beginning of class* on the given due date. If an assignment is handed in after the beginning of class on the due date, it will be penalized 5%. Those assignments that are not handed in on or before the due date will be penalized 10% per school day late (for example, an 80% assignment due on Friday but handed in on Tuesday would be considered 2 days late, and would receive a final mark of 64%). Any assignment more than a week late will *not* be accepted, without prior permission of the instructor. Late assignments should be handed in to the instructor in person, or slipped under the instructor's office door. *It is the student's responsibility to ensure that assignments get to the instructor!*

Note: If a portion of an assignment is handed in late, the *entire* assignment is deemed to have been submitted at that time, and will be penalized accordingly. Thus, handing in part of an assignment late causes the rest of that assignment to be penalized as well.

HANDING IN ASSIGNMENTS

Assignments should be stapled together or fixed in binders/duotangs for submission. Assignments that are handed in loose will be penalized. Each assignment should begin with a title page having your name, the course name, section number, assignment number and date of submission (not due date) clearly marked on it. (If you set up a title page using a word processor, you can easily change it and reprint it for each assignment). Again, when assignments consist of several pages, it is the *student's* responsibility to ensure that all portions of the assignment are handed in together.