Reg. Office

GRANDE PRAIRIE REGIONAL COLLEGE

COURSE OUTLINE - FALL 1997

COMPUTING SCIENCE 1570
Introduction to Computing for Business Applications

INSTRUCTOR Stephen Rochefort

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Office Hours: To be announced.

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

I can also be reached at 538-0962 in the case of emergencies

COURSE DESCRIPTION

The course includes: capabilities and limitations of computing systems; manipulation and storage of data in files; introduction to programming in a high level language; survey of business applications.

COURSE MATERIALS

Texts:

Shelly, G. B., Cashman, T. J., Waggoner, G. A. and Waggoner, W. C., *Discovering Computers: A Link to the Future*. International Thomson Publishing, 1997.

Shelly, G. B., Cashman, T. J., Vermaat, M. E., *Microsoft Office 95: Introductory Concepts and Techniques*. Boyd & Fraser Publishing Company, 1996.

These texts are sold in the bookstore as a single package. Shrink-wrapped with the text is a 3½" floppy disk containing data to be used along with the texts.

Materials:

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

DATES TO REMEMBER

17 September 1997	Last day to Drop Registration for fall courses.
05 November 1997	Last day to apply for Withdrawal With Permission for fall courses.
04 December 1997	Last day of scheduled classes.
08-12, 15-16 December 1997	Fall Semester Exam Period. The final exam may be scheduled *at any time* 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/Assignments	30%
Term Test 1	15%
Term Test 2	15%
Final Exam	40%
	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.

COURSE CONTENT

Three hours per week will be dedicated to a classroom presentation of computer topics. The lab component of the course will be focused on addressing the "application of the week".. You will need to use this lab time efficiently in order to complete assignments on time.

Week		Theory Topics	Lab Topic	Lab Chapter	Assignments
1		Introduction to Course.			
2	Ch. 1:	Overview of Computer Concepts. Computer Hardware. Types of Computers.	Intro. to Windows. Disks and Files.	WIN, Proj. 1. WIN, Proj. 2.	
3		Overview. Software. Connectivity. Evolution of Computers. Examples of How We Use Computers.	Introduction to Microsoft Office 95. Creating and Editing a Document.	MO, Proj. 1. WD, Proj. 1.	Asst. 1.
4	Ch. 2:	Overview of Different Types of Software.	Creating a Research Paper.	WD, Proj. 3.	Asst. 2.
5	Ch. 3:	System Unit. Data Representation. The Motherboard and CPU.	Creating a Worksheet and Embedded Chart.	E, Proj. 1.	Asst. 3.
6		Memory. Types of Processing. Number Systems.	Formulas, Formatting, and Creating Charts.	E, Proj. 2.	Asst. 4.
7	Ch. 4:	Input Devices. Review.	What-If Analysis and Working With Large Worksheets. Linking Excel.	E, Proj. 3. EI	Asst. 5, Term Test 1.
8		Output Devices.	Creating a Database.	A, Proj. 1.	Asst. 6.
9	Ch. 5:	Secondary Storage. Devices.	Querying a Database.	A, Proj. 2.	Asst. 7.
10	Ch. 6:	Uses of Communications.	Building a Slide Presentation.	PP, Proj. 1.	Asst. 8.
11		Networking Hardware and Software.	Creating a Presentation in Outline View.	PP, Proj. 2.	Asst. 9, Term Test 2.
12	Ch. 7:	The Internet.	Personal Information Management Using Schedule+.	S, Proj. 1.	Asst. 10.
13	Ch. 8:	Operating Systems.			
14		Computer Programming.			

The readings from the Shelly et al. text are required, and are examinable material. The student should read the indicated chapters either before or during the week the material is presented in class.