

GRANDE PRAIRIE REGIONAL COLLEGE

COURSE OUTLINE - FALL 1998

COMPUTER SCIENCE 1570

Introduction to Computing for Business Applications

INSTRUCTORS

Stephen Rochefort and Libero Ficoceffi

OFFICE AND PHONE

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Office Hours: Monday, 13:00-14:50, Wednesday and Friday, 11:00 - 11:50

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

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

PREREQUISITE

None.

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

Text:

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

Shelly, G.B., Cashman, T.J., and Vermaat, M.E. *Microsoft Office 97: Introductory Concepts and Techniques*. International Thomson Publishing, 1998.

These texts are sold in the bookstore as a single package. Shrink-wrapped with the text is a 3-1/2" floppy disk containing data to be used along with the texts.

Materials:

Several 3½" floppy disks are required for saving your work.

DATES TO REMEMBER

16 September 1998	Last day to Drop Registration for fall courses.
04 November 1998	Last day to apply for Withdrawal With Permission for fall courses.
04 December 1998	Last day of scheduled classes.
08-17 December 1998	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

Quizzes, 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		

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	Assignments
1	Introduction to course.		Lab 0
2	Ch. 1: Overview of Computer Concepts Computer Hardware Types of Computers	Intro. to Windows and Microsoft Office 97 MS Word: Creating and Editing a Document	MO Project 1 WD Project 1
3	Overview Software Connectivity Evolution of Computers Examples of How We Use Computers	MS Word: Creating a Research Paper with a Table	WD Project 3
4	Ch. 2: Overview of Different Types of Software	Creating a Worksheet and Embedded Chart	E Project 1
5	Ch. 3: System Unit Data Representation The Motherboard and CPU	Formulas, Formatting, Charts, and Web Queries	E Project 2
6	Memory Types of Processing Number Systems	What-If Analysis and Working with Large Worksheets Linking an Excel Worksheet to a Word Document	E Project 3 EI Project 1
7	Ch. 4: Input Devices Review		Term Test 1
8	Output Devices	Creating a Database Using Design and Datasheet Views	A Project 1
9	Ch. 5: Secondary Storage Devices	Querying a Database Using the Select Query Window	A Project 2
10	Ch. 6: Uses of Communications	Using a Design Template and Style Checker to Create a Presentation	PP Project 1
11	Networking Hardware and Software Review	Using Outline View and Clip Art to Create an Electronic Slide Show	PP Project 2 Term Test 2

12	Ch. 7: The Internet	Desktop Information Management Using Outlook	Project 1
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.

The exact course content, order of presentation and schedule described above are subject to adjustment at the instructor's discretion.