



Proofread to **identify and correct both typing and language errors** (grammar, spelling, punctuation and word usage) in prepared documents. Employ the **spelling/grammar checker** and thesaurus to assist in editing electronically-prepared documents.

Navigate M/S Excel to **prepare basic spreadsheets** 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

Move to advanced features in **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, hyperlinks, media clips and formatting/enhancing graphics
- using textboxes, sounds, transition effects
- adding animations
- printing presentation handouts

Master the basic tasks of **desktop publishing** which include:

- exploring the range of documents which may be created (newsletters, posters, invitations, banners)
- practicing the basics commands, functions and capabilities of the program (design, setup, text, images, file management and printing)
- comparing and contrasting the features of word processing and desktop publishing
- using built-in layouts and templates to quickly complete basic tasks
- modifying templates to create an original work
- developing, designing (images, color, layout) and publishing a document such as a brochure, newsletter or poster
- revising, adjusting, or modifying layout/content to create a visually appealing document

Investigate and compare the **features and capabilities of various computers** which 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)

**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 to move on to the next level.

<b>GRADING CRITERIA:</b>	In-Class Practice Activities/Tasks	15%	
	Projects	} 56%	
	1 – A Friend’s Research Essay		6
	2 – Proofreading		5
	3 – Student’s Choice (Booklet)		9
	4 – Student’s Choice (Spreadsheet)		8
	5* – Student’s Choice (PowerPoint)		9
	6 <sup>♦</sup> – AU Newsletter		10
	7* – Researching Features of Hardware and Software	9	
	Presentations for Projects	} 12%	
	5* – Student’s Choice (PowerPoint)		6
	7* – Researching Features of Hardware and Software		6
	Photos (7 – 9 “good” and useable photos that you will take for 6 <sup>♦</sup> – AU Newsletter	7%	
	Attendance and Punctuality	10%	

GRANDE PRAIRIE REGIONAL COLLEGE							
GRADING CONVERSION CHART							
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation	Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4.0	90 – 100	EXCELLENT	C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
A	4.0	85 – 89		C	2.0	63 – 66	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING	C <sup>-</sup>	1.7	60 – 62	
B <sup>+</sup>	3.3	77 – 79	GOOD	D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
B	3.0	73 – 76		D	1.0	50 – 54	
B <sup>-</sup>	2.7	70 – 72		F	0.0	0 – 49	FAIL
				WF	0.0	0	FAIL, withdrawal after the deadline

**EXAMINATIONS:** This course focuses on applying concepts to complete class activities, tasks and projects in a timely manner. In place of a final exam, there is a final research project about the features of computer hardware and software which will also involve a presentation of your findings to the class. These presentations will occur in the final days of the course.

**STUDENT RESPONSIBILITIES:** Attendance is a requirement for academic and career success. Students who miss classes will find themselves falling behind and failing.

If I need to be away for any reason, I will let you know either in class or electronically through *Moodle*. 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 for any reason, I expect you will you make arrangements with me (so I can help you) and that you will work on assignments. Check the schedule on *Moodle* and do not let yourself get behind. It is difficult to maintain good grades if you let yourself fall too far behind

If you need assistance or extra time completing course material, it is your responsibility to meet with me as soon as possible. Late submission of assignments will be subject to deduction of 5 percent/day up until the corrected assignments are returned (that is, unless prior arrangements were made). However, no late submissions can be accepted after marked assignments have been returned.

In addition to the “Student Rights and Responsibilities” as set out in the *GPRC Calendar*, 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.
- Be respectful of others regarding food or beverages in the classroom. Clean up your area and dispose of garbage.

**HOMEWORK:** There are a number of computer labs in the College available for student use, including A205 which is open daily until 4:15. The Library lab is open in the evening as well as on the weekends (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” (taken from the *GPRC Academic Policy – Student Misconduct*, 2006).

Plagiarism includes submitting copied work as one's 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 plagiarism.

According to College policy, repeat violations will result in expulsion from the course. 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>

**PRE-PLANNING NEEDED:**

	<b>Pre-Planning Needed</b>	<b>Your Notes/Ideas</b>
There are four projects that will need planning right from the beginning.	<b>Project 3</b> – Student's Choice (Creating a Text-Based Booklet)	
	<b>Project 4</b> – Student's Choice (Creating a Spreadsheet with Graphs and Charts)	
	<b>Project 5</b> – Student's Choice (PowerPoint)	
	<b>Project 6</b> – Creating an AU Newsletter for Distribution	

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

<b>Week</b>	<b>Date</b>	<b>Text Reference (Chapter)</b>	<b>Activities</b>	<b>Project</b>
1 -2	Jan 5 - 7	<b>Ch 2</b> – Working in Office 2010 (p 9)	Questions and Task Handouts	<b>Project 1</b> – A Friend’s Research Essay
	Jan 10 - 14	<b>Ch 3</b> – Common Tasks in Office (p 29)		
3	Jan 17 - 21	<b>Ch 4</b> – Viewing and Editing Text in Word (p 53)	Questions and Task Handout	<b>Project 2</b> – Proofreading
4 - 5	Jan 24 – 28	<b>Ch 5</b> – Formatting in Word (p 81)	Questions and Task Handout	<b>Project 3</b> – Student’s Choice (Creating a Text-Based Booklet)  Note – Both suggestions and basic requirements will be provided for student’s choice projects.
	Jan 31 – Feb 4	<b>Ch 6</b> – Working with Special Content in Word (p 121)		
6 - 7	Feb 7 – 11	<b>Ch 7</b> – Working in Excel (p 145)	Questions and Task Handout	<b>Project 4</b> – Student’s Choice (Creating a Spreadsheet with Graphs and Charts)  Note – Both suggestions and basic requirements will be provided for student’s choice projects.
	Feb 14 - 18	<b>Ch 8</b> – Analyzing and Presenting Data in Excel (p 173)		
<b>Feb 19 – 27 Winter Break; there are no classes</b>				
8 - 9	Feb 28 – Mar 4	<b>Ch 9</b> – Creating a PowerPoint Presentation (p 207)	Questions and Task Handout	<b>Project 5</b> – Student’s Choice (PowerPoint)  Note – Both suggestions and basic requirements will be provided for student’s choice projects  This project will include marks for presentation to the class.
	Mar 7 - 11	<b>Ch 10</b> – Presenting a PowerPoint Slide Show (p 237)		

10 - 11	Mar 14 – 18 Mar 21 – 25	<b>Ch 13</b> – Creating a Publication in Publisher (p 305)	Questions and Task Handout	<b>Project 6</b> – Creating an AU Newsletter for Distribution  Note -- This project could be a pair's endeavour.
12 - 13	Mar 28 – Apr 1 Apr 4 – 8 Apr 11, 12	<p>Researching and comparing the features and capabilities of various computers (hardware, devices &amp; software).</p> <p>Comparing cost and features of various systems currently available.</p> <p>Researching the various protection and security devices (antivirus, spam, system crashes, spyware, firewalls, pop-up blocking).</p>	<p><b>Project 7</b> – Research and Presentation (with either a handout or PowerPoint)</p> <p>Note -- This project could be a pair's endeavour.</p>	
<b>**** This course is project-based; there is no final exam. ****</b>				