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Lab A205: Ext. 1204

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF ACADEMIC UPGRADING

CP 0110
INTRODUCTION TO COMPUTERS
COURSE OUTLINE

TEXT, SUPPLIES:

West's Microcomputing Custom Editions: DOS 6 and System, Int. WordPerfect 6.0 DOS, (1994) (will be used the first six weeks) and Quattro Pro for DOS, SmartStart (1993) (will be used for the remainder of the semester).

Students will be asked to purchase two diskettes for the storage of their data. (3.5", double sided, high density)

PREREQUISITE: TY 0110 or keyboarding speed of net 25 w.p.m.

PRE/COREQUISITE: EN 0110 or equivalent.

COURSE DESCRIPTION:

The 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 the disk operating system, and evaluation and use of various software packages that contain word processing, spreadsheet, graphics, and data base capabilities.

OBJECTIVES:

The student will be introduced to the microcomputer through theory and practice to develop the following competencies:

1. an understanding of basic computer terminology and computer systems.
2. an understanding of MS/PC DOS required for introductory computing.
3. hands-on skill using various software programs. This course will employ MS DOS, Word Perfect, and Quattro Pro software.

EVALUATION:

Unit Quizzes (Basic Terms, Systems and DOS)	10%		
Word Proc.	20%	Assignments and	
Spreadsheets	15%	Tests	55%
Graphics	10%		
Database	10%		
Final			35%

EXPECTATIONS:

Regular attendance is expected. Any student having more than eight hours of inexcusable absences may be denied the privilege of writing the final exam. Absences from class will be excused with: (a) a note from a physician (b) notification from Student Services regarding serious personal problems.

If you miss a class, it is your responsibility to find out what assignments you missed by asking a classmate or your instructor.

Habitual lateness will not be tolerated.

Assignments are expected on time. Marks may be deducted or assignments may not be accepted when late. If you have any difficulty in completing an assignment on time, please discuss the circumstances in advance with the instructor.

Computer stations must be left tidy after each use.

OTHER RESOURCES:

A205 Computer Lab is also available for your use for completing your homework assignments.

Have a great semester!