GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF ACADEMIC UPGRADING

CP 0110
INTRODUCTION TO COMPUTERS
COURSE OUTLINE

Instructor: Doris Wlad
Office: C304 539-2902
Classroom: Time:

TEXT, SUPPLIES:

Personal Computing Essentials, 3rd Edition, Suzanne Weixel

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

PREREQUISITE: CP0105 or keyboarding net speed of 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 Windows operating system, techniques of
accessing and using the Internet, 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 the Windows environment required for introductory
    computing.

3. a working knowledge of the Internet.

4. hands-on skill using various software programs such as Wordpad, Word Perfect,
    Quattro Pro, and Presentations.

EVALUATION:

Unit Quizzes (Hardware, Software and Operating System) (Project 10%)		15%
Word Proc.	20% Assignments and	
Spreadsheets	15% Tests	50%
Graphics	10%	
Database	5%	
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, or (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 in completing your homework assignments.

Have a great semester!

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