



## DEPARTMENT OF ACADEMIC UPGRADING

### COURSE OUTLINE – WINTER 2014

#### CP 0110 – COMPUTER APPLICATIONS II 3 (0-0-3) 45 Hours

INSTRUCTOR: **Joan Godbout** PHONE: **780 539-2727**  
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OFFICE HOURS: **Half an hour before or after class**

**PREREQUISITE(S)/COREQUISITE:** CP 0105

*Note:* Students who have a typing speed of less than 25 wpm may struggle to complete assignments and will need to work outside class time to complete the projects in order to remain on schedule.

**REQUIRED TEXT/RESOURCE MATERIALS:** Several online (tutorials, YouTubes, and diagrams), instructor-prepared materials available through *Moodle*.

**CALENDAR DESCRIPTION:** This course includes not only advanced software applications but also the study of terminology and concepts related to computer hardware and software. Features and capabilities of computers will be assessed in relation to specific user needs. *GPRC Website*.

**CREDIT/CONTACT HOURS:** This a 3-credit course with 3 contact hours per week (45 hours). The class meets three days per week – **Monday Tuesday Thursday 10:30 – 11:20**.

**DELIVERY MODE(S):** This course consists of lecture/demonstrations and hands-on practice in a computer lab setting. In-class practice exercises will prepare students for individual assignments/projects.

## OBJECTIVES:

Applying **advanced M/S Word features to prepare a manuscript/report** which include:

- Practicing basic keyboarding skills and becoming reacquainted with features of Word
- Formatting (and reformatting) text and documents
- Using citation and reference features in an academic essay
- Preparing tables and charts using advanced features
- Proofreading to identify and correct both typing and/or language errors; employing the spelling/grammar checker and thesaurus to assist in editing documents

Navigating **M/S Excel to prepare a basic spreadsheet** 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 and graphs from a spreadsheet

Employing the advanced features in **M/S 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, music, hyperlinks, media clips and formatting/enhancing graphics
- Using textboxes, sounds, transition effects; adding animations
- Sharing/presenting a *PowerPoint* project to the class

Utilizing the basics of **M/S Publisher to prepare a basic newsletter**:

- Starting with one of the pre-designed templates and adapting it to create a unique newsletter
- Adding text (includes revising, repositioning and continuing an article on another page)
- Creating columns and adjusting the layout
- Adding images/pictures/logos, changing how these appear and controlling the text wrap around them

Investigating and comparing the **basic features and capabilities of various computers** (hardware and/or software) that may 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)

**ADDITIONAL COURSE OBJECTIVES:** As a student, you will be expected to develop technical skills which will serve you well in future courses; these include:

- Regularly checking *Moodle* for the unit schedule and assignment due dates
- Checking *Moodle*, especially when you absolutely need to be absent, and completing exercises and assignments on time
- Correctly submitting assignments electronically using *Moodle*

**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 in order to skillfully apply advanced software applications. **\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

**GRADING CRITERIA:**

Improving Keyboarding Skills	10%	
Assignments		
Project 1 – A Word Processing Project with Proofreading Practice	14%	}
Project 2 – A Tables and Charts Project	7%	
Project 3 – A Spreadsheet Project (research and set up using Excel)	14%	
Project 4 – A PowerPoint Project (14%) with Class Presentation (3%)	17%	
Project 5 – A Newsletter Project using Publisher	14%	
Group Research Reporting – investigating and comparing features of hardware and/or software	4%	<b>70%</b>
Final Exam (production based)		<b>20%</b>

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	C <sup>-</sup>	1.7	60 – 62	
B <sup>+</sup>	3.3	77 – 79	STANDING	D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
B	3.0	73 – 76	GOOD	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

**EVALUATIONS:** This course focuses on practice of advanced software application in order to complete five assignments/projects. Assessment will focus on application and the final product. **Skill improvement**

The final exam will include assessment of concepts and application. Based on GPRC policy, you are responsible to “write tests and final examinations at the times scheduled by the instructor or the Office of the Registrar”. Your final exam will be set by the Registrar on one of these dates: **April 16 to 28, 2014.**

**STUDENT RESPONSIBILITIES:** In addition to the “Student Rights and Responsibilities” as set out in *GPRC Policies*, the following guidelines will allow us to have an effective learning environment for everyone. <https://www.gprc.ab.ca/about/administration/policies/>

- I will start classes on time; similarly, you need to be on time, be ready to work, and remain for the duration of the class
- There appropriate (and perhaps necessary) uses of cell phones in a work setting. Except when being used as an educational device, have phones 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 class. There specific beverage and food rules for the computer lab.
- Clean up your work areas and dispose of garbage.

Attendance is a requirement for academic and career success. Attend class unless completely unavoidable. If you are ill and could make others sick, you have reason to be away -- **not feeling 100 percent is not an excuse.**

If I need to be away, I will let you know either in class, through another staff member and electronically through *Moodle*. I will make arrangements for you to continue course work by providing activities/assignments so you do not fall behind. Likewise, if you need to be away, make arrangements so I am able to help you remain successful and on track. It is also expected that while you are away, you will work on assignments and keep working to improve your keyboarding skills. Do not let yourself fall behind.

If you need assistance or extra time completing course material, the onus is on you to meet with me as soon as possible. Late submission of assignments will be subject to deduction of 5 percent/day only until the corrected assignments are returned. Unfortunately, late submissions will not be accepted after marked assignments have been returned.

**PRINTING POLICY:** You will have a printing account established with a credit balance at the beginning of each course. Through your “MyGPRC” account, you will be charged \$0.10 per sheet

(each sheet represents 2 pages, when printed double-sided). If you need, you will be able to recharge your accounts.

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

Plagiarism includes submitting copied work as your 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” will receive a grade of zero and be required to complete an alternate assignment (if one is available).

## COURSE SCHEDULE/TENTATIVE TIMELINE:

Weeks	Keyboarding Practice	Typing Tests	Skills Focus	Projects
<sup>1</sup> January 7 – 10 <sup>2</sup> January 13 - 17 <sup>3</sup> January 20 – 24 <sup>4</sup> January 27 - 31	From <i>TypingMaster</i> <b>NUMBER ROW</b> 1 Numbers 3 4 5 6 7 and 8 2 Numbers 1 2 9 and 0	From <i>TypingMaster</i> <b>FORMAL TYPING TESTS</b> (3-minutes)	Overview of M/S features  Applying <i>advanced M/S Word features to prepare a manuscript</i>	<b>Project 1</b> – A Word Processing Project with Proofreading Practice
	<b>TYPING DRILLS 1</b>	Selection from <i>TypingMaster</i> <b>TYPING TESTS 1 to 8</b> (3-minutes)		<b>Project 2</b> – A Tables and Charts Project
<sup>5</sup> February 3 - 7 <sup>6</sup> February 10 – 14 Winter Break February 17 – 21 <sup>7</sup> February 24 – 28	From <i>TypingMaster</i> <b>Symbols (Omit Lesson 4)</b> 1 Symbols ; : / ? 2 Symbols ' " + - = 3 Symbols ( ) [ ] @ \$ & %	From <i>TypingMaster</i> <b>Missing Link</b> (4-minutes)	Navigating M/S Excel to <i>prepare basic spreadsheets</i>	<b>Project 3</b> – A Spreadsheet Project (with research and set up as an Excel spreadsheet)
	<b>TYPING DRILLS 2</b>	Selection of 5-minute timings		
<sup>8</sup> March 3 - 7 <sup>9</sup> March 10 - 14 <sup>10</sup> March 17 – 21		Selection of 5-minute timings	Employing the advanced features in <i>PowerPoint presentations</i>	<b>Project 4</b> – A Power Point Project with Class Presentation
<sup>11</sup> March 24 - 27 <sup>12</sup> March 31 – April 4 <sup>13</sup> April 7 – 11 April 14	<b>TYPING DRILLS 3</b>	Selection of 5-minute timings	Utilizing the basics of <i>M/S Publisher to prepare a basic newsletter</i>  Group Research Reporting – <i>investigating and comparing features of various computers (hardware and/or software)</i>	<b>Project 5</b> – A Newsletter Project  Group Reporting
<b>Final Exam</b> – date is set by the Registrar’s Office from <b>April 16 - 28, 2014</b>				