Do not purchase textbooks or other course materials based on this information.
This outline is for general information purposes only and is subject to change.

RED DEER COLLEGE
COMPUTER LEARNING LAB - MICROCOMPUTER APPLICATIONS
COURSE OUTLINE – CMPT 090

INSTRUCTORS:	OFFICE:	PHONE:	E-MAIL:
Margaret Loader Jerilyn McGill	2606 C 2606 B	342-3372 357-3649	margaret.loader@rdc.ab.ca jerilyn.mcgill@rdc.ab.ca
ASSESSMENTS:			
Brenda Blanchard Lab Coordinator	2601	357-3651	brenda.blanchard@rdc.ab.ca
TUTOR DESK:	2601	357-3652	

OFFICE HOURS: Check with the staff in Rm. 2601

REQUIRED TEXTBOOKS: ✓Course Guide with modules

CLASS TIMES: Regular seminars are scheduled for your course during which the module material will be reviewed; in addition, you are expected to work through the modules on your own time. You should schedule at least ten to fifteen hours a week to work on computer skills at times suitable for you.

SEMINARS: Once per week; check Timetable for day/time/location.

LAB TIMES:

Monday through Thursday	8:30 a.m. to 8:00 p.m.
Friday	8:30 a.m. to 4:30 p.m.
Saturday and Sunday	12:00 p.m. to 4:00 p.m.

CLASS ROOM: 2601 - Computer Learning Lab
Students may opt to do their work in the lab and/or at home. Prior learning recognition is available for students with computer skills but applications for PLAR must be addressed by the Add/Drop date.

GENERAL DESCRIPTION:

Courses offered through the Computer Learning Lab are primarily hands-on courses that expose the students to a breadth of computer applications and theory that will enable them to use the computer as an effective and efficient tool in their professional and everyday lives. Each course is presented through a combination of self-directed modules with instructors, tutors and other

resources available in the Learning Lab to help you individually. Specific course descriptions and objectives are included later in the outline.

SUPPLIES:

IBM Formatted 3.5" High Density disks

EVALUATION & GRADING:

Grading is based on a letter system ranging from an A for Excellent Performance to an F for a Failure. Refer to the back of this outline for a complete breakdown. Modules require 14/20 marks to pass.

Modular Assessments: ***All* of the following must be completed to receive course credit.**

➢ The following marks must be achieved to receive course credit. ➢ 084 14/20 marks ➢ 093 14/20 marks ➢ 089* Pass ➢ 092 14/20 marks Total/60	➢ One bonus mark per module will be awarded if modules are successfully completed **on the first attempt**, as per attached schedule. ➢ Modular exams may be written a total of three times if unsuccessful on the first attempt. ***Do hand-in project in module for 089.** A maximum of two resubmissions is allowed. ➢ Module 092 requires 50% on theory plus 70% on each of the written part and the brochure **Make appointments for modular assessments in room 2601.**

PROCEDURES FOR USING THE COMPUTER LEARNING LAB - Room 2601

- The Computer Learning Lab is restricted to students registered in introductory computer courses.
- When you need help, insert the HELP flag into the label holder on the side of the monitor.
- **We expect you to work through the modules and to try using the Help menu before asking for help.**
- You are expected to do only computer course related work in the learning lab. There are additional computers for general use in the drop-in lab (2602) and the Library Information Common.
- Pay attention to signage and postings in the learning lab for workshops and extra sessions that may be of help to you.
- If you choose to work at home and have problems, you may call the lab at 357-3652, e-mail your questions to **computer.learning@rdc.ab.ca** and/or ask us to call you. Some more complex problems cannot be resolved over phone since troubleshooting may require viewing the screen.

OBJECTIVES:

MODULE 084 - INTRODUCTION TO DATABASE/FILE MANAGEMENT

- Practical database skills required for storing and tracking information
- Creating table structures and queries
- Report and Form generation using wizards

Prerequisites: CMPT 071 or INF 1010 & 1090; CMPT 072 or INF1020
Exemptions: INF2070 or Prior Learning Assessment and Recognition

Objectives:
Create or open a database
a) Create a table structure
b) Define fields, data type and primary key
c) Edit, rearrange or delete fields in a table structure
d) Switch from Design to Data View
e) Add, edit or delete records
f) Find and Replace records
g) Sort according to multiple criteria
h) Adjust column width for readability; format data sheet to hide, unhide, freeze columns
i) Link tables and ensure referential integrity
j) Apply features to fields to control data entry and displays
k) Print simple listings of records
l) Use Report Wizard to generate more specialized reports
m) Create a simple query using Design view and Query Wizard
n) Add fields and change order in QBE grid
o) Use common SQL functions to run queries
p) Use wildcards to locate records
q) Create and customize forms for data entry
r) Understand the difference between drives, disks, folders and documents
s) Find documents and folders; create, name, rename, delete, undelete files and folders
t) Move and copy files between drives and folders
u) Format and copy disks
v) Use the on-line help for the operating system
w) Perform a virus check and explain why it is important

MODULE 093 - SPREADSHEET SKILLS II

- Demonstrate intermediate spreadsheet skills
- Gain additional skills with functions and formulas
- Create various charts according to data
- Develop and execute macros

Prerequisites: CMPT 071/CMPT 086 or INF 1010 & 1090 / INF2080 (recency requirements of 2 years)
Exemptions: Prior Learning Assessment and Recognition

Objectives:
a) Know how to use the toolbars and shortcuts for the most common operations
b) Know basic navigation commands
c) Be familiar with how formulas are used, their precedence and how to avoid circular references

d) Enter labels, working with the toolbars, using functions and entering formulas
e) Change column width, using the copy command, justifying text and printing
f) Single cell and multicell copies
g) Learn to use function calls and naming arguments
h) Know how to use the operator/function for comparisons – if, (or, and, not…)
i) Sort data
j) Absolute referencing
k) Use chart wizards, and insert charts
l) Familiar with the different types of charts: Area, Bar, Column, Line, Pie, Doughnut, Radar and Scatter
m) Insert and delete sheets into the workbook and add or delete charts
n) Multisheet workbooks, 3D-cell referencing, rename sheets and change sheet order
o) Create a macro; execute a macro by its shortcut method or the run command sequence
p) Know the terms: application, workbook, worksheet, chart, range, dialog box, menu items, object, property
q) Document spreadsheets correctly

MODULE 92 – WORDPROCESSING II

- Managing multiple page document production
- Enhancing the visual display of text
- Efficient document production through mail merge, macros and templates

Prerequisites: CMPT 071/CMPT 083 or INF 1010 & 1090/ INF 2050 (recency requirements of 2 years)
Exemptions: INF3060 or Prior Learning Assessment and Recognition

Objectives:
a) Insert footnotes, endnotes, headers and footers
b) Format multiple pages and insert page numbering
c) Use editing and writing tools, fonts, word count, thesaurus, special characters
d) Develop templates and macros for efficient document production
e) Save documents with passwords or as read-only
f) Develop data sources and form letters, envelopes and labels for mail merges
g) Autoformatting, bullets and numbering, multilevel bullets; use outline tools to organize levels in a document
h) Insert and format graphics for size, wrapping, borders, shading and colour
i) Insert columns and tables to enhance visual display
j) Open, link or embed an Excel worksheet in a document
k) Design a brochure or flyer using a column format

MODULE 089 - SEARCHING FOR AND EVALUATING INFORMATION

- efficient communication through e-mail
- searching for, discriminating, evaluating, referencing, and using information from Internet sites and library databases

Objectives:

E-mail

a) Receive, delete, compose, send an e-mail message
b) Describe the parts of an Internet account/address
c) Forward and reply to messages
d) Organize mail with the use of folders
e) Create and use a distribution list
f) Use the help system

Library Databases

a) Identify the structure of the RDC Library
b) Know how to build a search strategy
c) Be familiar with and use the following tools

i. Library Catalogue

1) GATE/NEOS - handout
2) Search by title, author and subject heading
3) Use the Library of Congress classification system

ii. CD-ROM/Internet database/periodical indexes

Internet

a) Be familiar with the Internet terms and vocabulary
b) Describe how to access and connect to the Internet
c) Be familiar with the applications which can be accessed via the Internet including the World Wide Web, Telnet and e-mail
d) Know the difference between pages and sites
e) Identify ways to find information on the Internet/WWW through
f) Surf (via Library home page)
g) Enter a URL
h) Use a search engines
i) Explain the enormity of WWW and its lack of organization
j) Use search tools to find information
k) Search engines, ex. AltaVista
l) All purpose search tools, ex. Yahoo
m) Subject guides (like a table of contents)
n) Use the Help features for each of the Internet tools
o) Save information and bookmarks from the Internet to a disk
p) Discriminate, evaluate, and reference information from the Internet

Power Point

a) Develop Power Point presentation using AutoContent Wizard
b) Enhance presentation with graphics
c) Enhance presentation with appropriate transitions or animations.

OTHER RESOURCES:

You may also **access your marks, download files and use additional resources** on WebCT:
http://webct.rdc.ab.ca/
Username: Student ID (e.g. 000123456)
Password: YYYYMMDD (your birthdate)

ADDITIONAL POLICIES

The main reason that students fail self-directed learning is not because they lack the ability, but because they fail to use proper time management to get the work done in a timely manner. Students who cram have a higher rate of failure. Don't be a casualty. Schedule yourself to work on your modules regularly and make full use of the lab, seminars, and additional resources, including WebCT. The following policies have been developed to encourage successful completion:

- **Extensions will be granted for no more than one module and fees may apply.**
- **Extensions <u>will</u> <u>not</u> be granted to students who have successfully completed the Prior Learning Assessment process.**
- Book your assessments regularly. Students having more than two modules to complete by the final 2 weeks of classes may not be guaranteed a spot to do their assessments. ***NOTE: Failure to come in to do a scheduled assessment or failure to provide 24 hour notice cancelling an assessment will result in a 5% penalty.***

A Final Word about Module 089

The assessment for this module is a three-part hand-in assignment based on a research topic. We suggest that you review the assignment for this Module at the beginning of the semester so that you can be thinking about it as you work through your other courses. This is a long assignment (15 – 20 hours recommended) and much easier to tackle if you've been thinking about it for a while.

FINAL MARKS

You must pass <u>all</u> modules in order to pass the course. There will be no exceptions to this policy.

If, on any module, your first mark is insufficient, you may rewrite twice. All rewrites will be averaged with the previous score to arrive at a final module mark. Your final course grade is based on successful completion of all modules and is arrived at by averaging your module marks.

The following marking criteria has been developed for Computer Learning Lab courses:

95% to 100%	A
90% to 94.9%	A-
86% to 89.9%	B+
82% to 85.9%	B
78% to 81.9%	B-
74% to 77.9%	C+
70% to 73.9%	C