

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 - HOSP 213

<i>INSTRUCTORS:</i>	<i>OFFICE:</i>	<i>PHONE:</i>	<i>E-MAIL:</i>
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<i>ASSESSMENTS:</i>			
Brenda Blanchard Lab Coordinator	2601	357-3651	brenda.blanchard@rdc.ab.ca
<i>TUTOR DESK:</i>	2601	357-3652	

OFFICE HOURS: Check with staff in room 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 count on at least an additional three to six hours a week to work on computer skills for this course.**

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:

Prior learning recognition is available for students with computer skills but application for PLAR must be completed by the add/drop date.

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

GENERAL DESCRIPTION:

Courses offered through the Computer Learning Lab are primarily hands-on courses, which expose the students to a breadth of computer applications and theory which 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.

OTHER CONDITIONS

- ⇒ **A formal Petition to Faculty must be completed and submitted to the Hospitality and Tourism Chairperson in the event that any assessment is not successfully completed by the scheduled date.**
- ⇒ **The assessments must be passed by these deadlines; a first attempt by the deadline is not sufficient.**

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.

Assessments are to be scheduled at specific times during the week, please refer to staff or wallboard for listing of available times for booking.

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

<p>The following marks must be achieved to receive course credit:</p> <ul style="list-style-type: none"> ➤ 071 14/20 marks ➤ 083 14/20 marks ➤ 086 14/20 marks ➤ 076 14/20 marks <p style="text-align: right;">Total/80</p>	<ul style="list-style-type: none"> ▶ One bonus mark per module will be awarded if modules are successfully completed on the first attempt, as per attached schedule. ▶ Module 071 - need 50% on theory and 70% on Parts 1 & 2. ▶ Modular exams may be written up to three times if not successful; however, the marks will be averaged. ▶ The assessment for Module 076 is a hand-in assignment. A maximum of two resubmissions is allowed. Check the module for more information. <p>Make appointments for modular assessments in room 2601.</p>
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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 computer.
- ▶ **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 is additional lab space for general use in the drop-in lab (2602) and in the Library Information Commons.
- ▶ 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 (please give times we could call). Some problems cannot be resolved over the phone since troubleshooting may require viewing the screen.

OBJECTIVES:

MODULE 071 - INTRODUCTION TO COMPUTERS

- ▶ operating in a windows environment
- ▶ file and desktop management
- ▶ using E-mail and understanding computer ethics
- ▶ understanding introductory vocabulary and ergonomics

Exemptions: INF1010 & INF1090 (recency requirements of 2 years) or Prior Learning Assessment and Recognition

Objectives:

- a) Properly start, shutdown, Log Off and exit a computer, on both a stand-alone and networked computer
- b) Point, click, double-click, right click, deselect, and drag a mouse
- c) Identify mouse pointer shapes
- d) Use and identify objects, icons, and properties of various components of a desktop, including My Computer, Recycle Bin, Start Button and Task Bar
- e) Use the HELP Menu for help within the Operating System and Applications
- f) Start and close application programs
- g) Create, save, close, and retrieve files, including saving to network drives and secondary storage and the reasons for choosing each
- h) Understand file-naming conventions
- i) Create, name, rename, delete, and restore files and folders
- j) Identify and manipulate components of a window within an application (borders, size, minimize, maximize, scroll bar, status bar, tool bar, menu bar)
- k) Open an existing document, edit text within the document, change the appearance of text using simple font effects, styles and sizes

- l) Use Print Preview and select various displays suitable for document length
- m) Print a document
- n) Use menu bar to format a document
- o) Switch between applications (multitasking)
- p) Dragging and tiling windows from different programs and within same program
- q) Explain what a Dialogue Box is by defining it; provide examples of Dialogue Boxes and how they are used
- r) Define the proper ergonomic relationship of the computer user to the computer in regard to several concepts relating to work environment
- s) Obtain an E-mail account, describe how E-mail addresses are created and identify RDC policies and ethics related to it.
- t) Use Explorer and My Computer to move and/or copy files and/or folders from one directory to another and within the same directory
- u) Select adjacent and non-adjacent files and folders to expedite the copy/move process
- v) Use keyboard shortcuts, Tool Bar icons and Menu commands to copy/move files and folders
- w) Explain the tree structure and know the difference between drives, disks, folders (directories), and documents (files)
- x) Find documents and folders with relative ease using My Computer and Explorer
- y) Use My Computer and Explorer to view contents of a disk or folder, changing View preference
- z) Locate Properties to determine amount of memory remaining in storage device
- aa) Use Properties to determine size of secondary storage device, electronically label disk and format secondary storage device
- bb) Manage printer cues, including deleting jobs sent to print
- cc) Change the appearance of the Desktop, including date/time, move/resize taskbar, create shortcuts and add programs to Start Menu
- dd) Check for viruses and explain why it is important
- ee) Access Utility Software to defrag the hard drive, make a disc backup, perform a disk cleanup and scan a disk for errors and explain why each is important
- ff) Identify parts of a simple computer system (input, processing, storage, and output) and explain how they work together
- gg) Differentiate between hardware and software and provide examples of each
- hh) Be familiar with vocabulary associated with using a computer and explain/define/provide examples for various terms

MODULE 083 - WORD PROCESSING 1

- ▶ using word wrap, editing, formatting, and correcting features
- ▶ report production following a style guide which includes a title page, reference page, header, page numbering

Prerequisites: CMPT 071 or INF 1010 or 1090; CMPT 072 or INF 1020

Exemptions: INF2050 (recency requirements of 2 years) or Prior Learning Assessment and Recognition

Objectives:

- a) Start the MSWord program, close an MSWord document and close the MSWord program using the application and the menu bar
- b) Identify the parts of an MSWord window
- c) Open an existing document using MSWord and My Computer
- d) Look at different views
- e) Create a new MSWord document
- f) Use the Click and Type feature
- g) Save a document in the appropriate location with a suitable file name
- h) Move around a document using Keyboard keys, Scroll bars and Go To
- i) Use print preview including one page and multiple pages
- j) Print a document using the toolbar and the menu bar, including choosing printer, range, and number of copies
- k) Create and edit text - insert, delete, identify non-printing codes, select text using different techniques, copy, move, paste, undo, redo
- l) Use editing and writing tools, including Spell Check, Grammar Check, Find and Replace
- m) Format characters - bold, italicize, underline, font, font size and font effects, using both the toolbar and menu bar
- n) Change margins using both the menu bar and the ruler
- o) Create and remove headers and footers, using all elements available on the Header/Footer toolbar, including Different First Page, Different Odd and Even and Same as Previous
- p) Insert page numbering using the Header/Footer toolbar and menu bar, including Start Page Numbering
- q) Insert date and time, using both the Header/Footer toolbar and menu bar, choosing the appropriate format and other effects
- r) Use Hotspots
- s) Choose left, center, right and full alignment, using both the toolbar and menu bar
- t) Select appropriate line spacing, using both Keyboard shortcuts and the menu bar
- u) Select left, right, First Line and Hanging indents where appropriate
- v) Select left, right, center, decimal and bar tabs, using both the ruler and menu bar, adding, removing and adjusting where appropriate
- w) Insert and delete Page Breaks where appropriate, using the menu bar and Keyboard shortcuts, understanding the difference between Hard and Soft page breaks
- x) Center text vertically on a page
- y) Use help system to perform basic and additional tasks

MODULE 086 - SPREADSHEET SKILLS 1

- ▶ creating formatted worksheets with mathematical formulas
- ▶ using relative, absolute and mixed cell referencing
- ▶ using functions
- ▶ using graphing tools

Prerequisites: CMPT 071 or INF 1010 or 1090

Exemptions: INF2080 (recency requirements of 2 years) or Prior Learning Assessment and Recognition

Objectives:

- a) Create, save, open and close a worksheet
- b) Enter text, numbers and formulas
- c) Select ranges - adjacent and non adjacent cells
- d) Edit data, use undo and redo
- e) Copy and move data
- f) Create simple formulas using relative and absolute cell referencing with appropriate arithmetic operators
- g) Use common functions such as sum, average, maximum, minimum, count, if
- h) Copy formulas
- i) Insert and delete rows and columns
- j) Format cells, rows, and columns - fonts, colours, shading, numeric styles
- k) Adjust page layout for orientation, margins, headers/footers, gridlines
- l) Print preview and printing - selection, page
- m) Create charts from existing data
- n) Sort and filter data
- o) Perform simple queries
- p) Use help system to perform basic and additional tasks

MODULE 076 - PRESENTATION & PUBLISHING SOFTWARE I

- ▶ creating and editing a presentation in PowerPoint
- ▶ using Publisher to produce desktop publishing documents

Exemptions: INF2060 (recency requirements of 2 years) or Prior Learning Assessment and Recognition

Objectives:

PowerPoint

- a) Understand presentation terminology
- b) Start and choose the appropriate presentation type
- c) Understand and use the various features of PowerPoint
- d) Print presentations in various formats
- e) Create presentations using wizard and inserting additional slides
- f) Insert, modify, and draw objects
- g) Set slide animation, transitions, and timing

Publisher

- a) Understand Publisher uses
- b) Create new and open existing Publisher files
- c) Choose appropriate wizards and templates in Publisher
- d) Customize and view pages
- e) Edit pages
- f) Insert text, pictures, and objects

g) Edit objects and text

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 not be granted for any modules in HOSP 213.**
- ◆ Material and Special Fees of \$20.00 are applied to cover the cost of hardware, software and staffing.
- ◆ 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.***

FINAL MARKS

You must pass all 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 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