INSTRUCTORS:  OFFICE:  PHONE:  E-MAIL:

Margaret Loader  Rm. 411, DSB (T,Th,F) 403-342-3372  margaret.loader@rdc.ab.ca
913C-5, Main Campus (M,W)

LIBRARY SERVICE DESK:  1006  403-342-3344  rdclibrary@gmail.com

OFFICE HOURS:  Posted in Blackboard

SEMINAR TIMES:
CMPT 261-52  Wednesday  6:30-7:50  Rm. 907B
CMPT 261-53  Wednesday  12:00-1:20  Rm. 907B

You should schedule at least five to six additional hours a week to work on computer skills at times suitable for you.

PLEASE NOTE THAT CMPT 261 is NOT transferable to the University of Alberta. It should not be taken by students entering the Faculties of Agriculture; Forestry & Home Economics; Arts; Business; Education; Engineering; Law; Medicine & Dentistry; Nursing; Pharmacy & Pharmaceutical Sciences; Physical Education and Recreation; Rehabilitation Medicine; Faculté Saint Jean or Sciences (the Faculty of Science has never granted credit for CMPT 261 for students completing a Bachelor of Science degree).

OVERVIEW OF THE COURSE:
This is a supported self-directed course covering an introduction to computers, research skills and computer theory, together with word processing and spreadsheet applications. This course will provide a comprehensive foundation of computer literacy in support of university-level study.

CREDIT HOURS:
3

PRIOR LEARNING:
Prior Learning recognition is available for students with computer skills but application for PLAR must be completed by the Add/Drop date. Please contact Shaun Craig at 403-342-3400; email at rpl@rdc.ab.ca or visit his office at Rm. 1230.
OBJECTIVES/TOPICS/OUTCOMES:
- Prepare documents using word processing software.
- Apply principles of effective presentations in order to use presentation software to create professional presentations.
- Determine and use the tools needed to create a functional spreadsheet.
- Analyze and explain how computers work.
- Find and use relevant information and use it ethically and legally.
- Analyze and adapt to new software and computer technologies.
- Recognize the personal and professional impact of evolving and emerging technologies.

ADDITIONAL WORK SPACE: Library Computer Stations

LIBRARY HOURS:
- Monday through Thursday 7:45 a.m. to 9:00 p.m.
- Friday 7:45 a.m. to 5:00 p.m.
- Saturday 9:00 a.m. to 5:00 p.m.
- Sunday 12:00 p.m. to 8:00 p.m.

REQUIRED TEXTS:
All course materials can be found through your Blackboard site or on reserve at the Library. If you prefer to have a textbook as an additional resource, a suggested list of books has been provided on Blackboard which you might find useful.

SUPPLIES:
For file backup purposes, please choose some form of portable secondary storage medium. (E.g. USB flash/jump drive)

MATERIALS AND SPECIAL FEES:
Material and Special Fees of $35.00 are applied to cover the cost of hardware, software and staffing.

LEARNING ACTIVITIES:
This hands-on course will be composed of short demonstrations followed by hands-on practice and weekly or bi-weekly assignments.

METHODS OF EVALUATION AND WEIGHTING:
Evaluation is based on the following projects, and your final grade is calculated as follows:

Survey Says 10%
Spreadsheets 15%
Powerful Presentations 15%
Web 2.0 Wiki 30%
Computer Components Project 30%
Computer Components Content 20%
Word Processing 10%
This course is project-based with no quizzes or exams. Rubrics are provided for each project. An overall grade of 50% is required to pass the course.

PROJECT DUE DATES – to be confirmed in Blackboard

LATE PROJECTS:
A schedule of due dates for projects will be posted in Blackboard. Late projects will be penalized at 10% per day.

The following marking criteria have been developed for Computer Learning Courses:

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<th>Grade Range</th>
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<tr>
<td>95% to 100%</td>
<td>A</td>
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<tr>
<td>90% to 94.9%</td>
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<td>85% to 89.9%</td>
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<td>80% to 84.9%</td>
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<td>75% to 79.9%</td>
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<td>80% to 84.9%</td>
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<td>75% to 79.9%</td>
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- It is the student’s responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the instructor.
- Students should refer to the Student Dispute, Appeal and Misconduct Processes Policy and Standard Practice should they have questions or concerns about the Course Outline that cannot be resolved with the instructor.
- Please be familiar with what constitutes academic misconduct, as well as the consequences. Plagiarism involves submitting work in a course as if it were the student’s own work. Plagiarism may involve the act of submitting work in which some or all of the phrasing, ideas, or line of reasoning are alleged to be the submitter’s own but in fact were created by someone else. The complete RDC policy is available at: http://www.rdc.ab.ca/about/standard_practices/documents/student_dispute_appeal_and_misconduct_processes_policy.pdf
- A plagiarism detection tool is used in this course.
- Attendance may take many forms. Lack of attendance may impact the students’ ability to successfully complete the course.
- Classroom Learning Resources may be available to students in alternate formats.
- Students should be aware that Personal Counseling, Career, Learning and Disability Services are provided by RDC. Inquire about locations at Information Desk. It is the student’s responsibility to discuss their specific learning needs with the appropriate service provider.

IMPORTANT DATES:
- September 11: Last day to add/drop courses
- October 7: Emergency Response Day
- October 13: Thanksgiving – College Closed
- November 10: College Open; no classes
November 11    College closed in recognition of Remembrance Day
December 3    Last day to withdraw and receive a WD
December 3    Last day of classes
December 22    Final grades available

Changes to the Course Outline: Changes to the course outline will be made with the consent of the course instructor and students. Changes will be reviewed by the Department Chairperson for consistency with College policies.

Chairperson: [Signature]

Date: 21 August 2014