

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: INTRODUCTION TO COMPUTER APPLICATIONS  
CODE NO.: CET 110 - 3  
PROGRAM: ELECTRICAL & ELECTRONIC  
CIVIL  
ARCHITECTURAL  
MECHANICAL  
TECHNICIAN / TECHNOLOGIST  
SEMESTER: ONE  
DATE: MAY 18, 1988  
TEACHING MASTER: PETER SAVICH

*Wally*  
*Please Read*  
*and approve (if you*  
*do not*  
*approve,*  
*then I will inform*  
*you O. that this*  
*is in agreement*

NEW

X  
REVISION

APPROVED:

*L.P. Orzutt*  
CHAIRPERSON

*88/06/09*  
DATE

INTRODUCTION TO COMPUTER APPLICATIONS

PHILOSOPHY / GOALS

THE OBJECTIVE OF THIS COURSE IS TO INTRODUCE THE STUDENT TO THE IBM PC MICROCOMPUTER AND SEVERAL APPLICATION PROGRAMS AVAILABLE. IN ORDER THAT THE STUDENT MAY SEE THE ROLE OF MICROCOMPUTERS AS BEING A USEFUL TOOL IN THEIR FIELD OF WORK. FUNDAMENTAL CONCEPTS SUCH AS MS DOS OPERATING SYSTEM, GWBASIC LANGUAGE PROGRAMMING, AND "WORDPERFECT" WORD PROCESSING PROGRAMS, AND "LOTUS 1-2-3" SPREADSHEET PROGRAMS WILL BE DISCUSSED IN DETAIL. STUDENTS ARE PROVIDED LAB TIME TO DEMONSTRATE KNOWLEDGE GAINED DURING THE LECTURES.

FOR THE ELECTRICAL & ELECTRONIC STUDENTS THE CET 110 COURSE WILL PROVIDE THEM WITH THE NECESSARY PRE-REQUISITS FOR THE CET 225 COURSE OFFERED IN THE FOURTH SEMESTER OF THEIR PROGRAM. THE CET225 COURSE RETURNS TO THE IBM PC BUT THIS TIME STUDYING THE ASSEMBLER LANGUAGE. THE USE OF THE BASIC PROGRAMMING LANGUAGE WILL BE STUDIED IN GREATER DEPTH FOR THESE STUDENTS.

THE ARCHITECTURAL, CIVIL, AND MECHANICAL STUDENTS WILL DISCOVER THAT MANY OF THEIR REQUIRED COURSE WORK WITHIN THEIR PROGRAMS WILL REQUIRE IBM PC MICROCOMPUTER WORK. THE USE OF THE SPREADSHEET PROGRAM "LOTUS 1-2-3" WILL BE STUDIED IN GREATER DEPTH FOR THESE STUDENTS.

## COURSE OUTLINE

\* NOTE: THIS SET OF OBJECTIVES MAY REQUIRE SOME MODIFICATIONS AS THE SEMESTER PROGRESSES SINCE THIS IS A NEW COURSE. ANY REVISIONS TO THE OBJECTIVES WILL BE ISSUED BEFORE TESTS OCCUR.

### BLOCK 1: MS DOS

AT THE END OF THIS BLOCK THE STUDENT SHALL BE ABLE TO:

1. WARM AND COLD SYSTEM "BOOT" THE IBM PC, FORMAT DISKS
2. CREATE, DELETE, RETRIEVE FILES AND DIRECTORIES
3. CREATE THEIR OWN DOS COMMANDS USING BATCH FILES.
4. USE THE EDITORS TO EDIT FILES

ANTICIPATED LENGTH OF BLOCK: 15 HOURS

### BLOCK 2: WORDPERFECT

THE STUDENT SHOULD BE ABLE TO:

1. CREATE, SAVE, AND RETREIVE WORDPERFECT FILES
2. ENHANCE TEXT BY EMPLOYING THE: FLUSH RIGHT, CENTERING, UNDERLINING, BOLDING, SUPERSCRIPING, SUBSCRIPING, EXTENDED SUPERSCRIPING, AND EXTENDED SUBSCRIPING CODE KEY COMMANDS.
3. REVEAL, VIEW, AND DELETE A CODE KEY.
4. USE THE BLOCK COMMANDS TO MOVE TEXT AND COPY TEXT.
5. SET TABS, IDENT PARAGRAPHS, SET MARGINS, SET LINE SPACING.
6. CHANGE THE PITCH AND FONT, CHANGE THE LINES PER INCH. TURN ON AND OFF THE LINE NUMBERING, AND THE RIGHT JUSTIFICATION.
7. PRINT A CURRENT DOCUMENT, PRINT A PAGE OF THE CURRENT DOCUMENT, PRINT MULTIPLE COPIES OF A CURRENT PAGE OR DOCUMENT. STOP PRINTING A JOB, RUSH A PRINT JOB, CANCEL A PRINT JOB, AND DISPLAY PRINT JOBS.

8. FORMAT A PAGE USING THE PAGE FORMAT MENU: PAGE NUMBER POSITION, NEW PAGE NUMBER, CENTER PAGE TOP TO BOTTOM, PAGE LENGTH, TOP MARGIN, HEADERS AND FOOTERS, PAGE NUMBER COLUMN POSITION, SUPPRESS FOR CURRENT PAGE ONLY, CONDITIONAL END OF PAGE, AND WIDOW/ORPHAN.
9. SEARCH FORWARD AND BACKWARD, SEARCH AND REPLACE WITH AND WITHOUT CONFIRMATION.
10. USE "SPELLCHECKER" TO SPELL CHECK A WORD, A PAGE, A DOCUMENT. CHANGE DICTIONARIES AND COUNT WORDS.
11. USE "THESAURUS" TO LOOK UP SYNONYMS FOR A WORD.
12. DRAW LINES
13. USE WINDOWS TO WORK WITH TWO DOCUMENTS.

ANTICIPATED LENGTH OF BLOCK: 15 HOURS

BLOCK 3: BASIC PROGRAMMING

THE STUDENT SHOULD BE ABLE TO:

1. EDIT , COMPILE, AND RUN SIMPLE BASIC PROGRAMS
2. UNDERSTAND THE BASIC COMMANDS: LET, INPUT, PRINT
3. USE THE LOOP CONTROL STRUCTURES: IF ... THEN  
IF ... THEN ... ELSE  
FOR ... NEXT
4. USE THE COMMON INTRINSIC FUNCTIONS: ABS, SQR, COS, SIN AND TAN.
5. DRAW BAR CHARTS AND PIE CHARTS.

ANTICIPATED LENGTH OF BLOCK: 15 HOURS (FOR ELECTRICAL & ELECTRONIC )  
5 HOURS (FOR CIVIL ARCHITECTURAL MECHANICAL )

BLOCK 4: LOTUS 1-2-3

AT THE END OF THIS BLOCK THE STUDENT SHOULD BE ABLE TO:

1. UNDERSTAND THE PRINCIPLES INVOLVED IN SPREADSHEETS
2. SELECT A LOTUS COMMAND FROM A MENU, VIEW A SPREADSHEET, ENTER LABELS INTO A SPREADSHEET, SPECIFY A RANGE OF CELLS, USE THE POINTER TO ENTER A FORMULA, ADD DATA TO A SPREADSHEET, FINISH OFF AND SAVE A SPREADSHEET, THEN QUIT LOTUS.
3. LOAD A SPREADSHEET, GLOBAL CHANGE A COLUMN, ALTER A SPREADSHEET, PRINT AND RESAVE A SPREADSHEET.

ANTICIPATED LENGTH OF BLOCK:

10 HOURS (FOR ARCHITECTURAL  
CIVIL  
MECHANICAL  
STUDENTS ONLY)