SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: INTRODUCTION TO COMPUTER APPLICATIONS
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Code No.: CET 110-3
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Program: CIVIL ENGINEERING
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Semester: ONE
_____

Date: SEPTEMBER, 1989
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Author: WILLEM DEBRUYNE
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                    New: _____   Revision: _____

APPROVED: _____   _____
                   Chairperson   Date

INTRODUCTION TO COMPUTER APPLICATIONS

       Course Name

CET 110-3

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COURSE SYNOPSIS

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, DBASE III Plus, 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. The course will be partitioned as follows:

DOS	5%
Word Perfect	60%
LOTUS 1-2-3	20%
DBASE III Plus	15%

MODULE 1: GENERAL COMPUTER CONCEPTS

1. Understand the computer system and each of its individual components.

2. Differentiate the various storage mediums.

3. Trouble-shoot at the user level the various computer components.

4. Understand the role the computer plays in the students particular career choices.

MODULE 2: WORD PERFECT

The student should be able to:

1. Create, save and retrieve WordPerfect files

2. Enhance text by employing the: flush right, centering, underlining, bolding, superscripting, subscripting, extended superscripting, and extended subscripting 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, indent 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

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8. Format a page using the page format menu: page number position,
    new page number, centre 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

14. Generate 4 Tables of Contents and an Index.

MODULE 3: MS DOS

Student should be able to:

1. Create files
2. Delete files
3. Retrieve files
4. Copy files
5. Rename files
6. Format diskettes
7. Use Internal DOS commands
8. Duplicate diskettes

MODULE 4: LOTUS 1-2-3

By the end of this module 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

4. Perform row/column calculations

5. Use the intrinsic functions

6. Produce graphs using the Printgraph utility

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MODULE 5: DBASE III Plus

At the end of this module, the student shall be able to:

1. Use interactive DBase commands
2. Create a database
3. Add, delete, change records
4. Access databases using criterias
5. Create forms for data entry
6. Create reports.

STUDENT EVALUATION

The student's final grade will be determined from the following components:

A) Tests (4 @ 15%)   -   60%   B) Grading:

    Assignments (4 @ 9%)-   36%   "A+" - 90-100%
                                           "A" - 80-89%
    Participation   -   4%   "B" - 70-79%
                                           "C" - 55-69%
                           ------   "R" - 0-54%
                            100%

NOTE: Students are expected to attend class regularly and to participate
in class discussion. They are also expected to treat their peers and
instructors in a professional businesslike manner during class time. Late
assignments are subject to a zero grade unless the student has **PRIOR**
permission from the instructor to hand the assignment in at a later date.
Any student who misses a test will receive a grade of zero on that test
unless they produce a doctors certificate, or have the instructor's
permission to write the test on a prearranged date and time.

THERE WILL BE NO REWRITES IN THIS COURSE.