



## CET 105

### INTRODUCTION TO COMPUTER SCIENCE

#### OBJECTIVES

##### GENERAL

The objectives of this course are to introduce the student to general computer concepts and the Computer Engineering Technology Program. The student will develop keyboarding skills, and the ability to use the microcomputer. MS-Dos and Wordperfect will be used to provide tools for future use in microcomputer-based courses. The course consists of the following four sections:

##### SECTION 1 COMPUTER CONCEPTS AND THE CET PROGRAM

In this section the student will study computer systems, applications, and techniques, and will learn how the CET program is designed to develop the student's skills in the various areas. The following general topics will be covered:

1. The use of the computer in today's society.
2. The organization of the computer. The CPU, main and secondary storage, and input-output devices that make up a computer system will be studied, as well as the binary number system and the concept of files.
3. Classification of the computer according to size and application. The difference between special and general purpose machines, and the difference between micro, mini, personal, mainframe, and supercomputers.
4. Data communications and networking.
5. Computer software and it's development.

## SECTION 2 KEYBOARDING

In this section the student will develop keyboarding skills using a computer-based package such as Typequick. The student will develop sufficient skills to allow him/her to be an efficient and productive user of the computer.

## SECTION 3 MS-DOS

In this section the student will learn to utilize the IBM PC or compatible by becoming proficient in the use of the MS-DOS operating system. The student will develop a detailed view of the organization and use of the PC, and will learn to use the DOS instruction set to use the system efficiently. The following topics will be covered.

1. Managing files and devices on the PC.
2. Using tree-structured directory systems.

## SECTION 4 WORDPERFECT

In this section the student will learn to use the Wordperfect word processor. The student will learn to relate the operation of the applications package to the organization of the computer system hardware and software operation. The use of the package and its various features will be studied, as well as the types of application that it can be used with. Some of the topics covered will be:

1. The command and key structure of Wordperfect, and the general concept of a word-processing program.
2. The organization of a document. The concept of line, paragraph, page, and document with respect to the control that you have over their qualities will be studied.

3. The methods of managing files, and the way that Wordperfect relates to DOS. The various ways of saving, retrieving, and viewing files, plus the format of files will be studied.
4. The editing features of Wordperfect, such as selecting, copying, moving, or deleting text.
5. Printing documents. Controlling and managing the printing environment.
6. Wordperfect features such as:
  1. Line drawing.
  2. Windows.
  3. Sorting and merging.
  4. Spell checker.
  5. Thesaurus.

ASSESSMENT:

The final mark in the course will be arrived at as follows:

Tests and quizzes	65%
Assignments and labs	25%
Participation and Attendance	10%

1. TESTS

Written tests will be conducted as deemed necessary. They will be announced about one week in advance. Practical on-line tests will be conducted in which time to complete the assigned problems will be a factor in the evaluation. Quizzes may be conducted without advance warning.

2. ASSIGNMENTS

Assignments not completed by the assigned due-date may be penalized by 5% per day late. All assignments must be completed satisfactorily to complete the course.

3. GRADING SCHEME

A+	90	-	100%	Outstanding achievement
A	80	-	89%	Excellent achievement
B	70	-	79%	Average Achievement
C	55	-	69%	Satisfactory Achievement

I Incomplete: Course work not complete at Mid-term. Only used at mid-term.

R Repeat

X A temporary grade that is limited to instances where special circumstances have prevented the student from completing objectives by the end of the semester. An X grade must be authorized by the Chairperson. It reverts to an R if not upgraded in an agreed-upon time, less than 120 days.

4. UPGRADING OF INCOMPLETE

When a student's course work is incomplete or final grade is below 55%, there is the possibility of upgrading to a pass when the student's performance warrants it. Attendance and assignment completion will have a bearing on whether upgrading will be allowed. A failing grade on all tests will remove the option of any upgrading and an R grade will result. The highest grade on re-written tests or

assignments will be 56%.

Where a student's overall performance has been consistently unsatisfactory, an R grade may be assigned without the option of make-up work. The method of upgrading is at the discretion of the teacher and may consist of one or more of the following options: assigned make-up work, re-doing assignments, re-writing of tests, or writing a comprehensive supplemental examination.