SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: INTRODUCTION TO COMPUTER APPLICATIONS

Code No.:   CET 110

Program: ENGINEERING TECHNOLOGY PROGRAMS

Semester: ONE

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New: Revision: X
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Approved: _____   Date: 91/09/04
          Chairperson

INTRODUCTION TO COMPUTER APPLICATIONS   CET 110

C O U R S E   O U T L I N E

LENGTH OF COURSE: 3 PERIODS   PER WEEK FOR 1 SEMESTER

PREREQUISITES: NONE

I.   PHILOSOPHY/GOALS

This is an introductory computer course for students in other
programs. This course is not intended to build expertise but
rather to acquaint the student with some application software
that will assist them in future courses. The student will
build some familiarity in the areas such as keyboarding, DOS,
WordPerfect, Lotus and the Basic Programming language.

II.   STUDENT PERFORMANCE OBJECTIVES

At the end of this course the student will:

1.   Understand the general concepts of the computer field.
2.   Appreciate the variety of software application programs
      available for the IBM PC microcomputer and compatibles.
3.   Demonstrate some proficiency in Keyboarding.
4.   Demonstrate basic skills with representative software
      applications such as DOS (Disk Operating System), Word
      Perfect (Word Processing Package), GW BASIC (Programming
      Language), Lotus 123 (spreadsheet).

III. TOPICS TO BE COVERED

1.   General Computer Concepts.
2.   Keyboarding.
3.   MS DOS.
4.   WordPerfect.
5.   Lotus.
6.   GW BASIC.

IV.   LEARNING ACTIVITIES / REQUIRED RESOURCES

BLOCK 1: GENERAL COMPUTER CONCEPTS

At the end of this block the student shall be able to:

1.   Understand the computer system and each of its individual
      components.
2.   Describe the historical development of the computer.
3.   Discuss typical applications of the computer.
4.   Describe the stages of development of software
      systems.

BLOCK 2:   HARDWARE

At the end of this block the student will be able to:

1.   Describe the organization of a CPU and it's general
      operation.
2.   Discuss main memory concepts, and it's development.
3.   Discuss data entry devices and techniques.
4.   Discuss secondary storage and output devices and
      techniques.
5.   Discuss the various levels of computer systems in use
      today.

BLOCK 3:   KEYBOARDING SKILLS

In this block the student will use a software training program
to improve their skills in computer keyboarding. It also
serves as an example of the relationship between users and a
computer software package.

BLOCK 4:   MS-DOS

In this block, students will learn to use all MS-DOS
commands appropriately, and will learn to work efficiently in
a DOS environment. This block will be based primarily on a set
of DOS COURSE NOTES. The commands and concepts to be learned
will be grouped under the following headings:

1.   Create files.
2.   Delete files.
3.   Retrieve files.
4.   Copy files.
5.   Rename files.
6.   Format diskettes.
7.   Differentiate between internal and external commands.
8.   Duplicate diskettes.

BLOCK 5:   WORDPERFECT Word Processing

At the end of this block the student will be able to:

1.   Create, save and retrieve WordPerfect files.
2.   Enhance text by employing the: flush right, centering,
      underlining, bolding and other features.
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.   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.
7.   Use "Spellchecker" to spell-check a word, a page, a
      document, change dictionaries and count words.

8. Use "Thesaurus" to look up synonyms for a word.
9. Draw Lines.
10. Use Word Perfect Drawings within a Document.

BLOCK 6 AND/OR BLOCK 7 will be completed as time permits.

BLOCK 6:   BASIC PROGRAMMING

At the end of this block the student shall be able to:

1. Understand the concept of computer programming and computer languages.
2. Understand the constructs and key terms used by the BASIC language.
3. Understand the common data types and their proper uses such as strings, numbers, and arrays.
4. Understand looping control techniques and their usage.
5. Write and run programs in BASIC.

BLOCK 7:   LOTUS 123

At the end of this block the student shall 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. Produce graphs using the Printgraph Utility.

V.   REQUIRED STUDENT RESOURCES

1.   SAULT COLLEGE SOFTWARE SUPPORT
            MS DOS NOTES
            WORDPERFECT 5.1
            ADVANCED WORDPERFECT 5.1
            LOTUS NOTES

VI. SPECIAL NOTES

1. Students with special needs are encouraged to discuss required accommodations confidentially with the instructor.
2. Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.

VII. ASSESSMENT:

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

Tests and quizzes   60%
Assignments and labs   40%

Some minor modifications to the above percentage may be necessary. The instructor reserves the right to adjust the mark up or down 5% based on attendance, participation and whether there is an improving trend.

All assignments must be completed satisfactorily to complete this course. Late hand in penalties will be 5% per day. Assignments will not be accepted past one week late unless there are extenuating and legitimate circumstances.

Grades will be determined as follows:

A+   90 % to 100 %
A   80 % to 89 %
B   70 % to 79 %
C   55 % to 69 %
R   0 % to 54 %

GRADING SCHEME

1. TESTS
    Written tests will be conducted as deemed necessary;
    generally at the end of each block of work. 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 will 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.