

C E T 1 1 0

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

LENGTH OF COURSE: 3 PERIODS PER WEEK FOR 1 SEMESTER

TEXT: "USING COMPUTER APPLICATIONS SOFTWARE FOR THE IBM PC"
BY LON INGALSBE

OBJECTIVES

GENERAL:

The objective of this course are to:

1. Introduce the student to the general concepts of the computer field.
2. Introduce the student to the IBM PC microcomputer and several of the application programs available.
3. Work with and 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).

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 %

SPECIFIC OBJECTIVES

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. 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.

BLOCK 2 MS-DOS

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

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 3: WORD PERFECT

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. techniques.
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.

MODULE 5: 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.

MODULE 6: 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.

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. There is a College Administration fee for all X grades.			

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.