

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title : **Introduction To Computers**

Course No.: **CET-110**

Program: **Electrical/Electronic/Instrumentation Technician**

Semester: **One**

Author(s): **Edward Sowka**

Date: **September 1996**

Previous

Outline Dated: **January 1996**

Approved:

L.P. Chozyth
Dean

96-08-26
Date



TOTAL CREDITS: 3

PREREQUISITES: None

COURSE LENGTH: 3 Hrs/Week @ 17 Weeks

TOTAL CREDIT HOURS: 51

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I. COURSE DESCRIPTION

This course is designed to provide the student with the skills necessary to the operation of a personal computer at the introductory level. This course introduces the student to computer concepts, terminology and architecture. The student will become familiar with the MS-DOS and WINDOWS operating system. Time permitting, the student will be introduced to a word processing package. In trying to remain current with changing technology, Sault College currently uses DOS 6.22 and Windows 3.1.

II. TOPICS TO BE COVERED:

1. Computer Concepts, Terminology and Architecture
2. MS - DOS Operating System
3. WINDOWS 3.1 Operating System (WINDOWS '95 pending)
4. Word Processing (MS WORD or WordPerfect)

III. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:

A. Learning Outcomes:

1. Effective communication of computer terminology and concepts
2. Demonstrated proficiency in PC and File Management using current operating systems.
3. Produce multi-page documents using a current word processing package.

B. Learning Outcomes with Elements of Performance:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Effectively and accurately describe general computer concepts and terminology.

Potential elements of the performance:

- * Describe and understand the components of a personal computer
- * Distinguish system and application software
- * Understand terminology associated with speed and storage capabilities of PC's
- * Make an informed decision on the purchasing of a PC.

This block of work will constitute approximately 2 - 3 weeks of time. It will be presented in both lecture and hands-on demonstration format.

2. Demonstrate proficiency in the navigation of MS-DOS for the purpose of system and file management.

Potential elements of the performance:

- * Understand the function of the MS-DOS operating system and its file structure.
- * Understand the purpose of the Autoexec.bat and Config.sys files.
- * Correctly execute DOS commands for the purpose of disk and file maintenance.
- * Correctly use the DOS HELP utility.

This block of work will constitute approximately 4 - 6 weeks of time. It will be presented in both introductory lecture and student lab exercises format with concentration on the hands-on approach.

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3. Demonstrate proficiency in the navigation of WINDOWS 3.1 for the purpose of system and file management.

Potential elements of the performance:

- * Understand the function of the WINDOWS GUI and its structure
- * Understand the purpose of the .INI files of WINDOWS.
- * Correctly execute WINDOWS commands for the purpose of disk and file maintenance.
- * Correctly use the WINDOWS HELP utility.

This block of work will constitute approximately 4 - 6 weeks of time. It will be presented in both introductory lecture and student lab exercises format with concentration on the hands-on approach.

4. Produce a multi page document given certain criteria using a word processing package.

Potential elements of the performance:

- * Understand terminology associated with word processing.
- * Produce and Edit a document using a word processing package (MS WORD of WordPerfect)

IV. REQUIRED STUDENT RESOURCES:

1. At least 2 - 3.5" 1.44 MB high density floppy disks.
2. " Getting Started with DOS 6" by Joseph Knowlton
John Wiley and Sons Inc.
ISBN # 0-471-13552-6
3. " Getting Started with Windows 3.1 " by Sylvia Rusakoff
John Wiley and Sons Inc.
ISBN # 0-471-58617-X

Both Text/Workbooks are available at the Sault College Campus Shop. Other reference material is available in the Software Support Office and the Library.

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V. METHODS OF EVALUATION:

The following Grading System will be used:

A+ = 90% - 100%
A = 80% - 89%
B = 70% - 79%
C = 55% - 69%
R = less than 55% (Repeat Course)
X = Temporary Grade as per College Policy

Evaluation will be ongoing and continuous. The following is the proposed method(s);

Section 1. (Computer concepts and terminology)	20%
Section 2. (MS DOS)	30%
Section 3. (WINDOWS 3.1)	40%
Subjective Evaluation (Attendance etc.)	10%
TOTAL	100%

Testing will consist of both Theory and Practical Tests. At least 1 Weeks notice will be given for each major test. Quizzes may be given without notice.

VI. SPECIAL NOTES:

1. The Instructor reserves the right to modify the course as is deemed necessary to meet the needs of the students.
2. Students with special needs (Physical Limitations, Visual/Hearing Impairments etc.) are encouraged to discuss confidentially, required accommodations with the instructor and/or contact the Special Needs Office, Room E1204, Extension 493, 717 or 491.
3. Attendance to lab activities is compulsory, unless discussed with the instructor in advance of the absence. Your attendance and final grade are directly related.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in this course, should consult with the Professor.