

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: **PC APPLICATIONS I**

Course No.: **EDP122**

Program: **Various Post Secondary Programs**

Semester: **First**

Author(s): **Willem de Bruyne, John Cavaliere, Shawna DePlonty, Jim Siltala**

Date: **May 1997**

Previous

Outline Dated: **May 1996**

APPROVED: _____

Dean

Date

TOTAL CREDITS: 3

PREREQUISITES: NONE

LENGTH OF COURSE: 3 HOURS PER WEEK

I. COURSE DESCRIPTION:

This course is designed to provide the student the necessary skills related to **using application software for the PC environment** (at the introductory post-secondary level). The student will gain a basic understanding of file names and directory structures, how to organize their own files and directories. This knowledge is gained through a basic understanding of the operating system and some of its basic commands. The students will interface with Windows 3.1 and will work in a networked environment. Another component of the course will allow students to **"Surf the Net"** and send and receives E-mail messages. Students will also be introduced to Word Processing software.

II. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:

A. Learning Outcomes:

- 1. Describe general computer concepts and terminology.**
- 2. Demonstrate the use of e-mail.**
- 3. Produce multi-page documents containing special formats using an up-to-date word processing package (recommended package is Microsoft Word).**
- 4. Understand the general concepts behind the Internet, demonstrate how to perform a search on the WWW using a common search engine and download the information to their own home directory.**
- 5. Demonstrate knowledge of disk, directory and file structures, as well as understanding the lab configuration at the college.**
- 6. Demonstrate the use of Windows from an end-user prospective.**

B. Learning Outcomes with Elements of Performance:

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

1. Describe general computer concepts and terminology.

Potential elements of the performance:

- Why study computers and application software?
 - What is a computer?
 - What does a computer do?
 - What are the components of a computer?
 - Define computer software.
 - What is communications?
 - Explain Communication Networks.
 - How to purchase a computer system.
 - How to maintain your computer system.
2. Demonstrate the use of e-mail and use its popular features.

Elements of the performance:

- Learn to use an electronic mail program to send and retrieve mail.
 - Learn to use the popular features such as:
 - The editor and speller.
 - Delivery and proof of reading confirmation support.
 - Distribution lists.
 - Folder organization.
3. Produce multi-page documents containing **special formats** Microsoft Word.

Potential elements of the performance:

- Open a file, close a file, save a file produced using Word.
- Edit the text using format functions.
- Edit the document using page format functions.
- Use the editor to produce headers and footers.
- Use spell check and thesaurus functions.
- Type text with superscript, subscript and normal font selections
- Insert graphic images into the file.
- Print documents
- Discuss the difference between ASCII text files and word processing files and how to convert files into another format.

when opening or saving files.

4. Demonstrate the use of **Internet Tools**.

Elements of the performance:

- Explain what the INTERNET is.
 - Browse the WWW by entering a URL.
 - Define a bookmark
 - Add bookmarks to the list
 - Use the popular graphic browser "NETSCAPE".
 - Utilize the World Wide Web to access information.
5. Demonstrate knowledge of disk, directory and file structures, as well as understanding the network configuration.

Potential elements of the performance:

- Create, change, and remove directories.
 - Adopt appropriate file naming conventions for file names and file extensions and recognize files that would be ASCII text files, word processing files, executable files, or system files upon examination of the three character file extension
 - Recognize various file types
 - Copy files and move files
 - List files
 - Switch drives
 - Rename files
 - Delete files and directories
 - Use the on-line help
 - Understand the Sault College main menu
 - Understand the file server and basic configuration of a network.
6. Demonstrate the use of Windows from an end-user prospective.

Potential elements of performance for the Windows Operating system:

- Load the Windows operating system.
- Activate the main icon in Windows and go into file manager
- While in file manager use the pull-down menus and icon to: copy, edit, rename, delete, print and move files.
- Use the icons and pull-down menus to create, rename, and remove directories.
- Switch tasks in Windows environment.

Course Name:
PC Applications I

page 5

Course No.:
EDP 122

- Activate the accessories icon to execute paintbrush
- Produce a diagram while in Paintbrush
- Use the on-line help for Windows using the pull-down menu HELP
- Perform a variety of searches using popular search engines.

IV. Required Student Resources

Text: PC Applications I, Shelly and Cashman, ISBN#0176078460

5. At least three 3.5" high density floppy disks

All of the above are available in the Campus Shop. Other reference material is available in the Software Support office and in the Library.

Course Name:

PC Applications I

page 6

Course No.:

EDP 122

V. METHOD(S) OF EVALUATION

The grading scheme used as follows:

A+ 90 - 100% Outstanding

A 80 - 89% Excellent

B 70 - 79% Average

C 60 - 69% Satisfactory

R 0 - 59% Repeat

X Incomplete. A temporary grade limited to special circumstances have prevented the student from completing objectives by the end of the semester. An X grade reverts to an R grade if not upgraded within a specified time.

CR Credit Exemption

W Withdrawal from a course before the "drop deadline"

S satisfactory achievement given at midterm only

U unsatisfactory achievement given at midterm only

The tentative breakdown for evaluation is as follows:

Assignments:

20% Word Processing

20% Internet/E-mail

10% Windows

50%

Tests:

30% Word Processing

10% Internet/E-mail

10% Computer concepts

50%

100%

VI. SPECIAL NOTES

1. All students should be aware of the Special Needs Office in the college. If you have any special needs such as being visually impaired, hearing disabled, physically disabled, or have learning disabilities you are encouraged to discuss required accommodations with the Professor and/or contact the Special Needs Office, Room E1204, Ext 493, 717, or 491 so that support services can be arranged for you.
2. Your Professor reserves the right to modify the course as is deemed necessary to meet the needs of students.
3. It is the responsibility of the student to retain all course outlines for possible future use in gaining advanced standing at other post-secondary institution.
4. Plagiarism
Students should refer to the definition of 'academic dishonesty' in the 'Statement of Student Rights and Responsibilities'. Students who engage in 'academic dishonesty' will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.
5. Substitute course information is available at the Registrar's office.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the PLA office. Further information can be obtained from the office of the Dean of Business .

