

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

COURSE OUTLINE

COURSE TITLE: Introduction to Computer Applications

CODE NO. : CSA112 **SEMESTE** 09F
R:

PROGRAM: Liberal Studies, General Arts and Science, and other programs

AUTHOR: Frank Turco/Cindy Trainor

DATE: 01-Jun-2009 **PREVIOUS OUTLINE DATED:** 01-06-2008

APPROVED: "B.Punch"

CHAIR

TOTAL CREDITS: 4

PREREQUISITE(S): None

HOURS/WEEK: 4

DATE

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I. COURSE DESCRIPTION:

This course provides a survey of computer concepts and applications at an introductory level. The theory component includes an introduction to computer architecture, computer components, operating system concepts, word processing, database management, spreadsheets, presentation software, web page development, multimedia and networking. The course also develops hands-on skills in the use of the operating systems and applications studied.

II LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

- 1 Understand PC basics, hardware and software fundamentals.

Potential Elements of the Performance:

- Describe the fundamental PC hardware and software basics.
- Identify computers in perspective: past, present and future trends.
- Define in detail the hardware components inside the box as well as a variety of peripherals.
- Describe the essential characteristics of a variety of software applications such as word processors, desktop publishing, spreadsheets, database management systems, presentation software and web site development.
- Utilize email services and features.
- Utilize and practice advanced features in word processing.

- 2 Work with and learn basic office application software as well as integrating the different applications.

Potential Elements of the Performance:

- Learn and use the various characteristics of desktop publishing software.
- Use presentation software.
- Work with and learn the various features of spreadsheets.
- Work with and learn the various features of database management software.
- Discuss the implications that office applications have on society.
- Produce mail merged documents that incorporate word processing, spreadsheets and databases.
- Produce a term paper that incorporates the practiced office software tools and techniques.

- 3 Work with and differentiate operating systems, network architecture and the internet.
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Potential Elements of the Performance:
 - Define and work in the Unix based environment.
 - Develop a personal web site.
 - Practice and work in the Windows environment.
 - Describe the various network architectures.
 - Work with file transfer protocol.
 - Describe the historical context of the internet and its future.
 - Integrate office application documents with web pages.
 - Develop a web-based term paper.
- 4 Appreciate the complexities and the issues and implications of technology in society.
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Potential Elements of the Performance:
 - Define the different forms of viruses.
 - Describe the variety of computer risks that exist today.
 - Describe how our privacy diminishes with technology.
 - Define the different categories of computer criminals.
 - Appreciate the delicate balance between convenience and privacy.
 - Define the issues related to software piracy, ethics, the evolving internet.

II TOPICS:

I.

- 1 PC Basics, Hardware and Software Fundamentals.
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- 2 Office Application Software.
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- 3 Operating Systems, Network Architecture and the Internet.
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- 4 Issues and implications of Technology and Society.
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- I** **REQUIRED RESOURCES/TEXTS/MATERIALS:**
V **“Tomorrow’s Technology and You – Ninth Edition”**
. **Introductory Edition**
 by Goerge Beekman and Ben Beekman
 Pearson Prentice Hall Publishing ISBN 0-13-504510-X

1 USB Drive

Notes provided by instructor

Internet Resources and assigned Internet Readings

Lab Material and Study Notes will be posted on the instructor’s web site

V. EVALUATION PROCESS/GRADING SYSTEM:

<i>Tests and quizzes</i>	<i>40%</i>
<i>Assignments and Lab Work</i>	<i>60%</i>

The tentative breakdown is as follows but is subject to change when deemed appropriate:

<i>10 Quizzes (best 10 of 12 or more)</i>	<i>2%</i>	<i>Each</i>
<i>12 Labs</i>	<i>2%</i>	<i>Each</i>
<i>1 Mid Term Paper</i>	<i>15%</i>	
<i>1 Mid Term Test</i>	<i>10%</i>	
<i>1 Final Practical Test</i>	<i>10%</i>	
<i>1 Final Test</i>	<i>15%</i>	
<i>Attendance</i>	<i>6%</i>	
<i>Bonus Work</i>	<i>5%</i>	

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

The professor reserves the right to adjust the number of tests, practical tests and quizzes based on unforeseen circumstances. The students will be given sufficient notice to any changes and the reasons thereof.

- Successful completion of this course is greatly improved with a disciplined approach and consistent attendance to both the lab and lecture / theory classes.*
- Students must complete and pass both the test and assignment portion of the course in order to pass the entire courses.*
- All Assignments must be completed satisfactorily to complete the 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. It is not acceptable to miss classes and / or labs without a reasonable explanation.*
- There will likely be 1 or 2 quizzes each and every week in one of the lecture periods. Those not attending will receive a zero grade for that quiz.*
- There will also be a lab exercise each and every week that will be due during that lab period. In the event that it cannot be completed during lab time, you will be allowed to complete it as a homework exercise and demonstrate it the following lab with no penalty.*

A student who is absent for 3 or more times without any valid reason or effort to resolve the problem will result in action taken.

NOTE: If action is to be taken, it will range from marks being deducted to a maximum of removal from the course.

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

V SPECIAL NOTES:

I.

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

Substitute course information is available in the Registrar's office.

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of November will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

Special Notes:

1. In order to pass this course the student must obtain an overall **test/quiz** average of 50% or better.
2. Assignments must be submitted by the due date according to the specifications of the instructor. Late assignments will normally be given a mark of zero. Late assignments will only be marked at the discretion of the instructor in cases where there were extenuating circumstances. Ask for permission from your instructor to hand assignments in late **before** the due date.