SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: Introduction to Computer Applications

CODE NO. :   CSA112   **SEMESTER:**   10F

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

AUTHOR: Frank Turco/Cindy Trainor

DATE: 01-Jun-2010   **PREVIOUS OUTLINE DATED:**   1-Jun-09

APPROVED: "B. Punch"

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                        CHAIR   **DATE**

TOTAL CREDITS: 4

PREREQUISITE(S):   None

HOURS/WEEK: 4

Introduction to Computer
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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.
    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.
    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.

III.   TOPICS:

1. PC Basics, Hardware and Software Fundamentals.
2. Office Application Software.
3. Operating Systems, Network Architecture and the Internet.
4. Issues and implications of Technology and Society.

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:
"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

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V.   EVALUATION PROCESS/GRADING SYSTEM:

Tests and quizzes   40%
Assignments and Lab Work   60%
The tentative breakdown is as follows but is subject to change when deemed appropriate:

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

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.

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The following semester grades will be assigned to students:

Grade	Definition	Grade Point Equivalent
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00

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.

VI.   SPECIAL NOTES:

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. *Once the classroom door has been
closed, the learning process has begun. Late arrivers will not be granted
admission to the room.*

VII.   COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part
of this course outline.