SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

Course Title: **INTRODUCTION TO COMPUTER APPLICATIONS**

Course No.: **CET110**

Program: **SCHOOL OF ENGINEERING TECHNOLOGY PROGRAMS**

Semester: **First (1)**

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Date: **May 1997**

Previous
Outline Dated: **August 1996**

APPROVED: _____ 97-04-08
Dean Date

TOTAL CREDITS: **3**

PREREQUISITES: **NONE**
LENGTH OF COURSE: **45 HOURS for 3 comprised of:**
1 - 3 hour theory/ lab class with Professor for 3 weeks
2 - 3 hour theory/lab classes with Professor for 6 weeks

TOTAL CREDIT HOURS: **45**

COURSE OUTLINE

I. COURSE DESCRIPTION:

This course is designed to provide the student, the necessary skills related to **application software for the PC environment** (at the introductory post-secondary level). This course will require the student to "use a variety of computer hardware and software and other technological tools appropriate and necessary to the performance of tasks" (Ministry of Education and Training CSAC Generic Skills Learning Outcomes (May 1995)). Sault College uses the MS DOS operating system and the Windows operating system. One application software package, word processing will be studied in-depth.

II. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:

(Generic Skills Learning Outcomes placement on the course outline will be determined and communicated at a later date)

A. Learning Outcomes:

1. Describe general computer concepts and terminology.

2. Demonstrate proficiency in using up-to date operating systems for microcomputers. Sault College uses the Windows operating system and the MS DOS operating systems.

3. Produce multi-page documents containing **text, tables** and **graphics** using an up-to-date word processing package (recommended package is Microsoft Word).

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:

- Discuss computer software and explain the difference between system software and application software.
- Describe several types of personal computer applications software.
- Discuss computer communications channels and equipment and LAN and WAN computer networks.
- Login the network for students at Sault College, change passwords for various user accounts, read the computer security policy on-line
- Use a personal e-mail account to send and receive mail messages (recommended package is Pegasus Mail)
- List the basic steps involved in purchasing, setting up, and maintaining a computer.
- Present a brief history of the most popular word processing and spreadsheet programs.
- Explain why software programs are dependent on the operating systems and hardware constraints.
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This will constitute approximately 10% of the course grade (possible weighting strategy) and take approximately 2 weeks. Text COM1 - COM30

2. Demonstrate proficiency in using up-to date operating systems for microcomputers. Sault College uses the MS DOS operating systems and the Windows operating system.

Potential elements of the performance for MS DOS operating system:

- Format a 3.5" floppy disk using the Sault College main menu- utilities sub-menu
- Exit Windows Operating System and go to MS DOS. Go to MS DOS while in Windows by activating Main Group Icon and then the MS DOS program icon. While in MS DOS activate the Sault College main menu. While in the main menu of Sault College use the virus scan and clean utility. Exit the main menu and go to MS DOS.
- change drives
- use the arrow keys to efficiently enter DOS commands

- create, change, and remove sub-directories using the MD, CD, and RD commands
- edit files using the EDIT command
- 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, batch files or system files upon examination of the three character file extension
- copy files from one sub-directory to another sub-directory using the COPY command
- list files using the DIR and TREE commands
- rename files in a sub-directory using the RENAME command
- delete files using the DEL command
- print or type contents of a file to the printer or screen (monitor) using the PRINT and TYPE commands
- use the on-line help MS DOS command HELP
- Use the MAP command for determining the location of various application software installed on the Sault College network.

Potential elements of performance for the Windows Operating system:

- Activate the group icon in Windows Program Manager such as MicroSoft Office, Network Tools (Netscape, TCP, Pegasus Mail)
- Activate the Main icon in Windows and go into file manager
  - While in file manager use the menu bar and icon selection choices that will result in files being copied, edited, renamed, deleted, printed and moved. Use the icons and pull down menus to create, rename, and delete sub-directories.
- Switch tasks in Windows environments using ctrl esc or alt tab keys
- Activate the accessories icon and go into Notepad
  - While in notepad use the pull down menus and icon selection choices that will result in files being copied, edited, renamed, deleted, printed and moved.
- Use the on-line help for Windows using the pull down menu HELP

The MS DOS and WINDOWS operating system module will constitute approximately 25% of the course's grade (possible weighting strategy). Two weeks of lectures and labs for MS DOS and two weeks of lectures and labs for WINDOWS operating systems have been budgeted for this module. One week for review, test #1 and take up of test #1 is also expected. Text DOS1 - DOS78 and WIN2 - WIN95

3. Produce multi-page documents containing **text, tables** and **graphics** using an up-to-date word processing/spreadsheet package (recommended package is Microsoft Word).

Potential elements of the performance for the word processing module:

- Use Windows Program Manager and select the word processing group icon (recommended MicroSoft Office, Word)
- Open a file, close a file, save a file produced using the word processing package
- Edit the text within the file as to: bold, underline, italics, font type, font size
- Edit the document as to format: margins, line spacing, center, right alignment, alignment (left, right, center), first line paragraph indent, page numbering, bullets
- Use the editor provided by the word processing package for producing headers and footers, and footnotes.
- Use the spell check (both main and supplementary), and thesaurus tools provided by the word processing package.
- Insert graphic images or pictures into the file. (either graphic documents part of the word processing package or others such as *.wmf, *.bmp, *.gif, *.pic). Move, and re-size the graphic images or pictures.
- Zoom in and out the page size. Change view from normal, page layout, and outline views using the icons. Use the print preview icon and menu bar print preview approaches.
- Print the document (full or current page) using the print control feature provided by the word processing package.
- Discuss the difference between ASCII text files and word processing files and how to convert files into another format when opening or saving files.
- Use the table editor to create and/or edit tables. Join and split cells within the table, modify column widths, insert and delete rows and columns within the table. Move contents of a cell to another cell within the table. AutoFormat the Tables
- Use the format menu bar to produce text that requires superscript and subscript and normal and expanded font selections
- Use the Letter Wizard, Resume Wizard, Table Wizard, and other Wizards available in the MicroSoft Word wordprocessing package
- Use the Insert Chart icon feature to produce a chart of table
- Use Captions for numbering of tables and figures in a report document

This word processing module will constitute 65% of the course's grade (possible weighting strategy) and is budgeted to take 10 weeks to complete. After 4 weeks of labs and lectures a review, test #2 and the take up of Test #2 will be done on this module. A further 4 weeks of labs and lectures and then review, Test #3 and take up of test #3 will complete this module and the course. Text MSW2 - MSW176.

III. TOPICS TO BE COVERED

Note: These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in the order below.

1. Generic application software packages: word processing, spreadsheets
2. Essential computer concepts
3. Effective file management (files and sub-directories)
4. Word processing document creation
5. Word processing document formatting and editing

IV. Required Student Resources

1. "Introduction to Computers" Module 60
   Publishers: Boyd & Frasier.
2. "Using DOS 6" Module 51
   Publishers: Boyd & Frasier.
3. "Using Microsoft Windows 3.1" Module 36
   Publishers: Boyd & Frasier.
4. "Using Microsoft Word 6 for Windows" Module 54
   Publishers: Boyd & Frasier.

   Package is bundled ISBN 017-606743-4

4. At least five (5) 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.

V. METHOD(S) OF EVALUATION

The concept of "**outcome based learning**" has been incorporated into the evaluation system of this course. This implies that the student must **demonstrate proficiency (be evaluated and pass)** in each of the three defined outcomes in section II in order to obtain credit in this course. The word processing module, the operating system module and the general computer concepts module form the basis for the **self-directed**, **modularized**, **outcome based course delivery**. Outcome based education at the post secondary level means the students will be evaluated by faculty for their ability to reliably demonstrate each of the learning outcomes. The course is designed and the college resources limitations restrict the course curriculum to a **time based competency. This means 16 weeks to demonstrate the learning outcomes.** The 'X' grade may be awarded by a professor from time to time. The 'X' grade is given in exceptional circumstances to a student who with reasonable grounds may require additional time to complete assignments. The terms and conditions are defined in a contract signed by the student, Professor and Dean. Failure to complete the 'X' grade results in an 'R' grade being assigned. In fairness to the students that attend all classes, submit assignments on time, participate in the class, and achieve high evaluations for the work submitted, no student granted an "X" grade can have as a final grade the "A+" grade (consistently outstanding).

The tentative breakdown for evaluation is as follows:

Assignments	
general computer concepts	5%
MS DOS	5%
Windows	5%
word processing assignment 1	10%
word processing assignment 2	10%
	35%
Tests	
test on general computer concepts and operating systems	20%
test on word processing	20%
test on word processing	25%
	65%

The entire class should have completed tests or assignments by certain milestone dates. The tentative dates for completion of the preceding assignments and tests are for the lab periods during the week of:

Test	Tentative Date	Concepts
1	May 7 - May 8/97	General computer concepts MS DOS Operating system Windows Operating System
2	May 28 - May 29/97	Word processing
3	June 8 - June 9/97	Word processing

Note: As per school policy the student must pass **both** the assignment portion and the testing portion of the evaluation scheme.

3. Attendance

The student attending 32 out of the 34 lectures and labs offered, will receive a 2% bonus for excellent attendance.

Summary of Marking Scheme

1.	Tests	65%
2.	Assignments	35%

		100%
3.	Attendance	2% bonus only

TENTATIVE SCHEDULE:

The following is provided as a reasonable guide to the time spent teaching each of the major areas in this course exclusive of assessment (testing) and review (reinforcement).

General computer concepts	6 hours
Operating Systems	12 hours
Test #1	
Word processing	12 hours

Test #2	
Word processing	12 hours
Test #3	
	42 hours

The following letter grades will be assigned in accordance with the School of Engineering Technology and the School of Business and Hospitality policies:

Course Grading Scheme

A+	90% - 100%	consistently outstanding achievement
A	80% - 89%	outstanding achievement
B	70% - 79%	consistently above average achievement
C	60% - 69%	satisfactory or acceptable achievement in all areas subject to assessment
R	less than 60%	repeat - the student has not achieved the objectives of the course and the course must be repeated
CR		Credit Exemption
S		satisfactory given at midterm only
U		unsatisfactory given at midterm only
X		a temporary grade

An 'X' grade is limited in use to rare instances where exceptional circumstances have prevented the student from completing objectives by the end of the semester. An "X" grade must be arranged before the deadline for grade submission and is granted at the discretion of the Professor. The 'X' grade must also have the Dean's approval and has a maximum time limit of 120 days.

When a student's course work is incomplete or the final grade is below 60%, there is the possibility of upgrading to a pass when the student meets **all** the following criteria:

1. The students attendance has been satisfactory.
2. An overall average of at least 45% has been achieved.
3. The student has passed at least one test.
4. The student has made reasonable efforts to participate in class and complete assignments.

Note: A Student may be assigned an "R" grade early in the course for unsatisfactory performance.

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, learning disabilities you are encouraged to discuss required accommodations confidentially with the Professor and/or contact the Special Needs Office, Room E1204, Ext 493,or 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 institutions.

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.

6. Students must achieve a passing grade in **both** the assignment (35%) and the test (65%) portions of the course.

VII. PRIOR LEARNING ASSESSMENT:

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