

OK

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: INTRODUCTION TO COMPUTER APPLICATIONS

CODE NO.: CET 110-3

PROGRAM: MECHANICAL TECHNOLOGY

SEMESTER: TWO

DATE: JANUARY, 1988

AUTHOR: KOWLING CHENG

NEW: X REVISION:         

APPROVED: *L.P. Crozette*  
Chairperson

*88/01/05*  
Date

### PHILOSOPHICAL GOAL:

This is an introductory computer usage course for the 1st year Mechanical Technology Students. It exposes the students to computer fundamentals such as basic computer concepts, DOS, BASIC, wordprocessing and spreadsheet. Because of the large variety of topics included, the course will not deal with any topic in depth but will concentrate on necessities that renders the computer a useful tool as quickly as possible.

### METHOD OF ASSESSMENT

Your final grade will be determined on the basis of assignments, attitudes and tests. Attendance is compulsory with strict penalties for unexcused absences.

Midterm Test	30
Final Test	30
Assignments etc..	40
-----	
Total	100

In order to obtain your letter grade, the following percentage/letter grade equivalents will be used:

A+	90-100
A	80-79%
B	70-79 %
C	60-69 %
R, X	0-59 %

You will be notified of tests a full week in advance. Should you for any reason not be able to attend a scheduled test, it is your responsibility to notify the instructor. Missed Tests and assignments are automatically zero.

Should you find yourself with an X grade at the end of a semester, a make-up examination covering the entire course content will be scheduled at the end of the course. Again, it is your responsibility to contact instructor to arrange for re-write prior to the rewrite deadline.



## COURSE OBJECTIVES

At the end of the course, the student shall be able to:

### 1. DOS ESSENTIALS

a) "BootUp", Load and Run the following prepared programs:

WORDPERFECT  
LOTUS 1,2,3  
BASIC program

b) Check directory, Save a file on disk or Delete a file off disk.

### 2. WORDPERFECT

Type, correct, save and print a one page letter of his own composition using wordperfect.

### 3. LOTUS 1,2,3

a) Enter, save and print a 5 x 10 table of data of his own composition.

b) Compute the totals, averages for specified columns of data from his data table and display on CRT screen.

c) Produce bar charts for any specified columns of data from his table and display on CRT screen.

### 4. BASIC PROGRAMMING

Read and explain BASIC programs of length 60 lines or less that includes the use of the following:

a) Program Documentation: Print & Rem

b) Basic Commands: Let  
Input  
If..Then  
Goto  
For...Next

c) Computations using arithmetic expressions and common build in functions.

\*\*\* END \*\*\*