

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: Introduction to Computer Applications
CODE NO.: CET 110 - 3 (AVIATION)
SEMESTER: Two
AUTHOR: Elke Belair
DATE: January 24, 1990

APPROVED:

J.P. Ouzeth
CHAIRPERSON

90/01/31
DATE

COURSE NAME:

INTRODUCTION TO COMPUTER APPLICATIONS

CODE: CET 110 - 3

COURSE LENGTH: 3 hrs/week for 15 weeks Total credit hours: 45

Philosophy/Goals:

The objective of this course is to introduce the student to the VAX 11/780 and several application programs available. In order that the student may see the role of computers as being a useful tool in their field of work, fundamental concepts such as DCL operating system, wordprocessing programs using Word-11, and basic programming using VAX BASIC will be discussed. Students are provided lab time to demonstrate knowledge gained through the lectures.

Student Performance Objectives:

Upon successful completion of this course, the student will be able to :

- 1) turn on a VAX terminal and run application programs
- 2) use VAX BASIC to edit and run simple BASIC programs
- 3) use WORD 11 wordprocessing application software to write documents, essays, letters, resumes, etc.
- 4) create and delete files and directories using DCL commands

TOPICS TO BE COVERED

1) Learning DCL

Upon successful completion of this unit, the student will be able to:

- a) have a better understanding of how a computer functions, and the terminology associated with it
- b) log on/off the VAX, set password, and use the keyboard
- c) use DCL HELP command, and SHOW utilities
- d) lists files, delete files, display contents of files to the screen, redirect output, and use the VAX editor.
- e) use the phone & mail utilities

2) **Learning WORD 11**

Upon successful completion of this unit, the student will be able to:

- a) load the Word 11 software and utilize HELP
- b) create, edit and print documents
- c) use enhancements to improve a document's appearance (ie. margins, tabs, indenting, centering, bolding, etc.)
- d) manipulate blocks of text
- e) use the speller feature

3) **Learning VAX BASIC**

Upon successful completion of this unit, the student will be able to:

- a) use the computer as a calculator, covering math operators, saving and loading files
- b) use BASIC commands to control inputting of data, looping and branching, and printing reports
- c) enhance the appearance of printed reports
- d) use the VAX editor in BASIC to modify programs

INTRODUCTION TO COMPUTER APPLICATIONS

Method of Evaluation:

- 1) The student will be assessed through a series of three (3) tests which will be partially hands on in the lab. The tests will each be weighted to 20% of the final mark.

Test dates will be announced approximately one week in advance.
- 2) The student will be assessed through a series of unannounced quizzes. The total weight of the these quizzes is not to exceed 15% of the final mark.
- 3) The student will be assessed through a series of lab assignments. Collectively these assignments will be weighted to 25 % of the final mark.
- 4) Students attending more than 80 % of the time will receive a bonus of 2 %.

Summary of Final Marks:

1.	Tests	60%	
2.	Quizzes	15%	
3.	Assignments	<u>25%</u>	
		100%	+ 2 % bonus for attendance

Course Grading Scheme:

A+	90+	Outstanding achievement
A	80 - 89	Above average achievement
B	70 - 79	Average Achievement
C	55 - 69	Satisfactory Achievement
U		Unsatisfactory given at midterm only
S		Satisfactory given at midterm only
R		Repeat
X		A temporary grade that is limited to instances where special circumstances have prevented the student from completing the objectives by the end of the semester. An "X" grade must have the chairperson's approval and has a time limit of 120 days.