

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO
COURSE OUTLINE

Course Title: Introduction to Computer Applications

Code Number: CET - 110

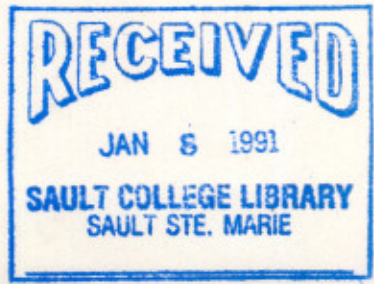
Semester: Two

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Date: January 7, 1991

Approved: *S. Cravutti*
Chairperson

9/10/07
Date



Course Name: INTRODUCTION TO COMPUTER APPLICATIONS

Code: CET 110

Course Length: 3hrs/week for 15 weeks

Instructor: Susan McCormack (E211)

GOALS

The objective of this course is to introduce the student to the VAX 11/780 and several application programs available. Fundamental concepts such as DCL - Digital Command Language, Word processing using Word-11 and Basic programming using VAX BASIC will be discussed. Students are provided lab time to demonstrate knowledge gained through the lectures. The emphasis of this course is on practical use of the computer with hands-on practise during scheduled class time.

OBJECTIVES

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

- 1) Turn on a VAX terminal and use DCL - Digital Command Language.
- 2) Use Word-11 wordprocessing application software to create documents, essays, letters and resumes.
- 3) Use VAX BASIC to create and run simple BASIC programs.

TOPICS TO BE COVERED

- 1) VAX 11/780 an overview of the computer system, how the computer functions and the terminology associated with it. Logging on/off the VAX, using the keyboard and using the General Users Menu.
- 2) DCL - Digital Command Language. Using DCL to change a password, list files, delete files, display contents of files to the screen, to create new directories and set default to those directories. Using the VAX editor to create a command procedure. Using the phone and mail utilities and using the help and show commands.
- 3) Word-11 - Word processing application software. Using Word-11 to create, edit and print documents and to copy, delete and rename documents. Using enhancements to improve a document's appearance (examples: margins, tabs, indenting, centering, underlining, spacing and bolding). Using Word-11 to manipulate blocks of text by select, cut and paste. Using the spell and help features.
- 4) VAX BASIC - the fundamentals of the BASIC programming language. The elements of a BASIC program: line numbers, statements, keywords or reserved words, comment fields, constants, variables and expressions (arithmetic and logical). Simple input and output. Using looping and branching for program control. Running and saving a BASIC program. Editing a BASIC program with the VAX editor.

EVALUATION:

- 1) Tests: There will be three tests scheduled during regular class hours. They will be a combination of short answer and hands-on in the lab. Test dates will be announced at least one week prior to the test date. Tests will be worth 60% of the final mark.
- 2) Quizzes: There will be a number of unannounced quizzes during regular class hours. Quizzes will be worth 15% of the final mark.
- 3) Assignments: There will be a number of lab assignments to assess the students practical ability to use the computer and the applications covered. Assignments will be worth 25% of the final mark.

SUMMARY:

Tests	60%
Quizzes	15%
Assignments	<u>25%</u>
	100%

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.