

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE NAME: Introduction to Computers
CODE NO.: CET-110
PROGRAM: Electrical / Electronics Technician
SEMESTER: Two
DATE: January 1996
**PREVIOUS
OUTLINE DATED:** September 1995
AUTHOR: Edward Sowka

NEW: **REVISION:** X

APPROVED:

Bill Armstrong
CO-ORDINATOR

Jan. 8, 1996
DATE

L.P. Choquette
DEAN

96-01-08
DATE

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TOTAL CREDIT HOURS: 34

PREREQUISITE(S): None

PHILOSOPHY/GOALS:

This course will introduce the student to computer concepts, including Hardware and Software.

STUDENT PERFORMANCE OBJECTIVES:

UPON SUCCESSFUL COMPLETION OF THIS COURSE, THE STUDENT WILL BE ABLE TO:

1. Understand and correctly discuss computer concepts and terminology.
2. Demonstrate a working knowledge of DOS and Windows 3.1.
3. Demonstrate a working knowledge of a Word Processing package.
4. Demonstrate a working knowledge of a Spreadsheet program.

TOPICS TO BE COVERED:

1. Computer concepts and block diagram level architecture
2. DOS
3. Windows 3.1
4. Wordperfect 6.0
5. QuattroPro 5

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<u>LEARNING ACTIVITIES</u>	<u>REQUIRED RESOURCES</u>
<p><u>1. Computer Concepts and Structure</u></p> <p>UPON SUCCESSFUL COMPLETION OF THIS UNIT, THE STUDENT WILL BE ABLE TO;</p> <p>1.1 Describe and understand the components of a PC.</p> <p>1.2 Distinguish system and application software.</p> <p>1.3 Discuss terminology associated with computer Speed and Storage capabilities.</p>	<p>- Instructors Handouts and Lectures</p> <p>- Video</p>
<p><u>2. DOS</u></p> <p>UPON SUCCESSFUL COMPLETION OF THIS UNIT, THE STUDENT WILL BE ABLE TO;</p> <p>2.1 Correctly navigate in the DOS environment</p> <p>2.2 Understand and correctly modify system files including Autoexec.bat and Config.sys.</p>	<p>- Instructors Handouts and Lectures</p> <p>- DOS for Dummies</p>
<p><u>3. WINDOWS 3.1</u></p> <p>UPON SUCCESSFUL COMPLETION OF THIS UNIT, THE STUDENT WILL BE ABLE TO;</p> <p>3.1 Correctly navigate in Windows 3.1.</p> <p>3.2 Discuss concepts of Windows '95.</p>	<p>- Instructors Handouts and Lectures</p> <p>- Windows 3.1 Manual</p>
<p><u>4. Wordperfect 6.0 and QuattroPro5 for Windows</u></p> <p>UPON SUCCESSFUL COMPLETION OF THIS UNIT, THE STUDENT WILL BE ABLE TO;</p> <p>4.1 Accurately produce and edit a Wordperfect6.0 document.</p> <p>4.2 Correctly navigate QuattroPro 5.</p> <p>4.3 Correctly import/export between the two.</p>	<p>- Instructors Handouts and Lectures</p> <p>- Wordperfect 6.0 and QuattroPro 5 for Windows</p>

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ADDITIONAL RESOURCE MATERIAL:

Will be supplied by the Instructor as necessary. The purchase of the "for Dummies" series of books is not required but is recommended (ie. "DOS for Dummies" etc.)

REQUIRED STUDENT RESOURCES:

- 1 - 3½" - 1.44 MB Floppy Diskette
- 1 - 5¼" - 1.2 MB Floppy Diskette

RESOURCE MATERIAL AVAILABLE IN COLLEGE LIBRARY:

There are several titles of books and magazines available at the College Library and public library. Students are encouraged to read appropriate topics from various sources.

SPECIAL NOTES:

1. The instructor reserves the right to modify the course (content and evaluation methods) as is deemed necessary to meet the needs of the students.
2. Students with special needs are encouraged to discuss required accommodations, confidentially, with the instructor. (ie. Physical limitations, Visual/Hearing impairments etc.).
3. Attendance to lab (practical) activities is compulsory, unless discussed with the instructor in advance of the absence. It is a fact that, attendance and your final grade are directly related.

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METHODS OF EVALUATION:

1. The grading system is as follows;

A+ = 90% - 100%
A = 80% - 89%
B = 70% - 79%
C = 55% - 69%
R = Repeat (Student must repeat the course)
X = Temporary grade assigned, at the
instructors discretion, to a student who
has not successfully completed the
course because of extenuating
circumstances (ie. serious illness etc.).
(Refer to Student Handbook)

2. The final grade will be derived as follows;

Block 1 - Computer Concepts and Structure	=	15%	(1 Theory Test)
Block 2 - DOS	=	25%	(1 Theory, 1 Practical)
Block 3 - Windows 3.1	=	25%	(1 Theory, 1 Practical)
Block 4 - Wordperfect 6.0 & QuattroPro 5	=	20%	(1 Practical Test for each)
ATTENDANCE	=	15%	
TOTAL	=	100%	

