SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

Course Title: **PC APPLICATIONS I**

Course No.: **EDP122**

Program: **various programs at the post secondary level**

Semester: **First (1) or Second (2)**

Author(s): **EDP122 faculty committee:** Peter Savich, Fran Dew,
Frank Turco, Jim Grimshaw, Shawna DePlonty

Date: **January 1997**

Previous
Outline Dated: **August 1996**

APPROVED: _Joseph C Kuechter_ 97-01-02
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TOTAL CREDITS: 3

PREREQUISITES: NONE

LENGTH OF COURSE: 3 HOURS PER WEEK

> comprised of:
> 1 - 1 hour theory class (combined sections) with Professor
> 1 - 1 hour lab class with Professor
> 1 - 1 hour lab class unsupervised

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C O U R S E   O U T L I N E

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).   The student will gain a basic understanding of file names and directory structures, how to organize their own files and directories. This knowledge is gained through a basic understanding of the DOS operating system and some of its basic commands. On top of DOS, the students will interface with the Windows 3.1, and learn how to move around windows through the use of mouse pointing on icons and menu selections. The student will be working in a networked environment and will gain a basic understanding of the mechanics of this environment. Another component of the course will focus on using e-mail, and an introduction to the Internet. The remainder of the course will focus on the word processing software package MS-WORD.

II.   LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:

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 in a local networked environment.

3.   Demonstrate the use of e-mail.

4.   Understand the general concepts behind he Internet, and demonstrate how to perform a search on the WWW using a common search engine, and download the information to their own home directory.

5.   Produce multi-page documents containing **special formats** 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:

*   Why study computers and application software.
*   What is a computer.
*   What does a computer do.

- What are the components of a computer.
- Define computer software.
- What is communications.
- Communication Networks.
- How to purchase a computer system.
- How to maintain your computer system.

Resources: Text COM1 - COM30

2. Demonstrate proficiency in using up-to date operating systems for microcomputers.

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 Sault College 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
- 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
- use the on-line help MS DOS command HELP
- return to Sault College main menu using the MENU batch file/command

Potential elements of performance for the Windows Operating system:

- load the Windows operating system from the Sault College main menu
- activate the main icon in Windows and go into file manager
- while in file manager use the pull down menus 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 remove sub-directories.
- switch tasks in Windows environments using ctrl esc or alt tab keys
- activate the accessories icon and go into paintbrush
- while in paintbrush use the pull down menus and icon selections and produce a diagram with colour and other attributes, etc.
- use the on-line help for Windows using the pull down menu HELP

Resources: Text DOS1 - DOS78 and WIN2 - WIN95

3.   Demonstrate the use of e-mail and use its popular features.

Elements of the performance:

- Learn to use the electronic mail program in our college environment to send and retrieve mail.
- Learn to use the popular features and capabilities of the package such as:

    a) Automatically keep copies of all outgoing mail.
    b) Message encryption.
    c) Use the editor and speller.
    d) Delivery and proof of reading confirmation support.
    e) Distribution lists.
    f) Folder organization.

Resources: Teacher hand outs.

4.   Demonstrate the use of the Internet to research topics using INTERNET Tools.

Elements of the performance:

- Know what the INTERNET is.
- Browse the WWW by entering a URL.
- Define a bookmark
- Add bookmarks to the list
- Use the popular graphic browser, NETSCAPE.
- Utilize the World Wide Web to access resources from one common interface.
- Perform a variety of searches using some popular search engines.

Resources: Teacher hand outs.

5.   Produce multi-page documents containing **special formats** using an up-to-date word processing package (recommended package is Microsoft Word).

Potential elements of the performance for the word processing module:

- using the Sault College main menu enter Windows and select the word processing icon
- 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, centre, flush right, justification (left, right, centre, full), indent, page

numbering
- use the editor provided by the word processing package for producing headers and footers
- use the spell check (both main and supplementary), and thesaurus tools provided by the word processing package
- use the table editor to create and/or edit tables.
- type text that requires superscript and subscript and normal font selections
- insert graphic images into the file. (either graphic documents part of the word processing package or others such as *.bmp, *.gif, *.pic). Move, and re-size the graphic images.
- Zoom in and out the page size.
- 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.

Resources: Text MSW2 - MSW176.

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

5. 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 grading scheme used as follows:

A+ 90 - 100% Outstanding
A   80 - 89% Excellent
B   70 - 79% Average
C   60 - 69% Satisfactory
R   0 - 59% Repeat
X   Incomplete. A temporary grade limited to special circumstances have prevented the
    student from completing objectives by the end of the semester. An X grade
    reverts to an R grade if not upgraded within a specified time.
CR Credit Exemption
W   Withdrawal from a course before the "drop deadline"
S   satisfactory achievement given at midterm only
U   unsatisfactory achievement given at midterm only

The tentative breakdown for evaluation is as follows:

Assignments:

5% General computer concepts and MS DOS
5% E-mail
5% Internet
10% Word processing assignment 1
10% Word processing assignment 2

35%

Tests/Quizzes:

15% Computer concepts/DOS/Windows
15% E-mail/Internet
15% Word processing
15% Word processing

60%

5% Participation

100%

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

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 (60%) portions of the course.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the PLA office. Further information can be obtained from the Dean of Business Office.