SAULT COLLEGE CF APPLITD AP7S AVP TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course **Outline:**   INTRODUCTION TO COMPUTERS AND PATA PROCESSING

Code No. :   LAS 1^5 - 3

Program: IA—' AND SECURITY, CORRECTIONAL WORKER

Semester :   T'.'O

Date :   WI" TER, 1°89

Author :   F^V: DEW

                              New   Revi s ion   >/

APPROVED : Q J. • CfUw«t+- & >. // fit I/   Qf^/ r$ ^9
             ChairTi5n   /   7   Pa   tie   / '

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        Wordperfect  - A ready Reference ᵛanual
        Lotus 1-2-3  - A Ready Reference ᴹanual
                  both by Garrison, McGowen , Pocyk
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OBJECTIVES

To orovide students with an appreciation of the nower of computers in their related fields.

To orovide students with hands-on experience using microcomputers, through word orocessing and spreadsheet software.

STUDENT EVALUATION

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    Tests (2 * 35*0          7r%
    Assignments (P A 3*)     24*
    Class Involvement        6º5
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TESTS:

Test one will be given the week of FEBPUAPY 20th, in the first computer class

Test two ill be given the week of APRIL 24th,

ASSIGNMENTS:

```
    Correct and handed in by due date      3.Pf%
    Correct and handed in late             1.5%
    Incorrect and handed in by due rate
        -Peturned to student for correction
        -If the second version is correct  1.5%
        -Anything else                     0.f%
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CRACIᵀG

```
    A+  90 and up
    A   80 and up
    ^   7? and un
    C   &B and up
    R   below 6&
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COURSE CONTENT

Computer Hardware
The student will be able to

    i^entifv anc   escribe the features c^P each -^aior co™?onent
    of the I^PW *PC* co^outer system used in the lab.
    define and explain terrs related to diskettes and comouters
    (i.e. capacity, size, sectors, tracks, file orotection,
    diskette drive)
    describe orooer handling of diskettes
    operate the   ware and software used in the •ourse

DOS Concepts (Disk Operating System)
The student will be able to :

    define and explain the nee-"[1] [r]or an operation system
    identify and ^escribe the -^ain functions or co^nonents of *a*^
    operating system-
    know the uses c^c   CO' ands, including the following;
    PIPFCTOPY   "[r]OP^VAT   COPY   TYPF
    FPASF   ^ISK^opy   LAPFL   ^VOTF
4   def irie and describe technical ter^? used to ^escribe HOS

Word Processing - WordPerfect
The student will be able to T

1   define and describe the benefits of a word orocesssing
     package
2   describe and use word Process inq features, includino the
     following:
     entering and s?vin^ text   ed i *ti*no text
     or i nting text   us inn t-he Thesaurus
     using the Spell Checker

Spreadsheets - LOTUS 1-2-3
The student wi 11 be able *to*

1   define and describe the benefits of a spreadsheet *">ackane
2   describe and use soreads^oet features, including the
     following:
     T.OTUS control nanel
     entering, saving and ^rintinr text, formulae, values
     creating, savino, displaying and nr i nt i no LOTUT aranhs