

COMPUTER SCIENCES - WELDING
COURSE NAME

EDP127
CODE NO.

I. COURSE DESCRIPTION: This course will study the computer as an emerging tool in communication, planning and quality control. Practical skills will be developed in the use of an IBM - PC for MS-DOS, Windows and word-processing in preparation for later use of integrated (industrial) software packages.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:
(Generic Skills Learning Outcomes placement on the course outline will be determined and communicated at a later date.)

Upon successful completion of this course the student will demonstrate the ability to:

- 1) *Communicate clearly and correctly in the written form as well as demonstrate by means of lab tests and independent assignments a basic working knowledge of the terminology and operation of a personal computer connected to a network system.*

Potential Elements of the Performance:

- turn on the computer and monitor
- use the keyboard and mouse to input basic commands
- insert a 3.5 inch floppy disk into the hard drive
- log onto the Sault College main menu
- load the Windows operating system from within the Sault College main menu
- exit the Windows operating system and return to the Sault College main menu
- exit the Sault College main menu
- load the MS DOS operating system
- log on to the 'A' drive
- return to the Sault College main menu
- turn the computer and monitor off
- research, define and / or explain key terms:

NOTE: This learning outcome will constitute 20% of the course grade

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE
(Continued)

- 2) *Demonstrate by means of lab tests and independent assignments , proficiency in using both the MS DOS 6.2 and the Windows 3.1 operating systems.*

Potential Elements of the Performance for the MS-DOS 6.2 Operating System:

- exit the Sault College main menu and go to MS-DOS
- log on to the 'A' drive
- format a 3.5 inch floppy disk using the FORMAT command
- create, change and remove directories using the MD, CD, and RD commands
- save a simple file to the root directory of the 'A' drive
- copy a file from the root directory to other directories using the COPY command
- list files in a given directory using the DIR command
- delete files using the DEL command
- successfully return to the Sault College main menu

Potential Elements of Performance for the Windows 3.1 Operating System

- load the Windows operating system from the Sault College main menu
- activate and load the 'Main' icon from within the Windows Program Manager
- load the 'File Manager' into memory
- use the pull down menu from within the File Manager to:
 - a) format a 3.5 inch floppy disk
 - b) change drives
 - c) create, change and remove directories
 - d) copy a file from the root directory to other directories
 - e) list files in a given directory using the DIR command
 - f) delete files using the DEL command
 - g) successfully return to the Sault College main menu

NOTE: *This learning outcome will constitute 25% of the course grade*

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE
(Continued)

- 3) *Demonstrate by means of lab tests and independent assignments , proficiency in using the WPWin6.0/6.1 word processing application to create, edit, save and print a simple document containing both text and tables.*

Potential Elements of the Performance:

- activate the 'WPWIN/6.1' icon from within the Windows Program Manager
- load the 'WPWIN/6.1' program into memory
- create simple text documents using the WPWIN/6.1 software package
- use the pull down menu from within the WPWIN/6.1 to:
 - a) open, save and close a file
 - b) change drives
 - c) create and remove directories
 - d) copy files from the root directory to other directories
 - e) list files in a given directory
 - f) delete files as required
- edit the existing text of a file in order to **bold**, *italicize*, change font size and **type**
- use the pull down menu from within the WPWIN/6.1 to:
 - a) spell check a document
 - b) select alternate wording via the built in thesaurus
- use the pull down menu from within the WPWIN/6.1 to create tables
- edit the existing table of a file in order to:
 - a) modify column width
 - b) delete columns and rows
 - c) move the table contents from cell to cell
- use the pull down menu from within the WPWIN/6.1 to print a document
- successfully return to the Sault College main menu

NOTE: This learning outcome will constitute 40% of the course grade

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE
(Continued)**

4. *Demonstrate by means of regular attendance, punctuality, respect for fellow students as well as lab equipment, a willingness to assume the responsibilities of employment.*

Potential Elements of the Performance:

- be present for all scheduled classes
- be in the lab or classroom within 5 minutes of the scheduled starting time
- be present for the taking of attendance
- provide a satisfactory reason to the professor for having to leave class early
- provide a reasonable excuse to the professor for being absent from class
- provide a written statement to the professor explaining the reason(s) for being absent on an assignment due date or the day of a scheduled test
- demonstrate behaviour that does not interfere with or obstruct the over-all learning environment
- actively participate in all course assignments and projects
- operate any and all lab / classroom equipment according to guidelines prescribed by the college and / or course professor

NOTE: This learning outcome will constitute 15% of the course grade

III. TOPICS:

Note 1: These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in the order below.

- 1) Course Introduction and Orientation
- 2) The Basic Essentials of Computer Operation
- 3) Accessing and Managing Files via the MS-DOS and Windows Operating Systems
- 4) Using a Typical Word Processing Package
- 5) Employment Readiness

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IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Text: 'DOS for Dummies' 2nd Edition, by Dan Gookin
2 Diskettes - 3 ½ inch DSHD
1 3-Ring Binder c/w ruled paper
2 Pens - (blue ink only !)
1 Felt Marker - (fine tip)

V. EVALUATION PROCESS/GRADING SYSTEM

The evaluation for Learning Outcomes # 1, # 2 and # 3 will consist of both independent assignments and practical lab tests for which students must demonstrate proficiency in both 'knowledge' and 'hands on' skill.

All *independent assignments* will represent 30% of the mark for each of the above Learning Tasks and will be '*open book*' using EDP127 course notes, text and a computer station.

All *practical lab tests* will represent the other 70% of the mark for each of the above Learning Tasks and will be '*closed book*', where students will only be allowed access to a computer station.

While all tests and assignments are designed to be completed in 45 minutes or less, students **MUST** report to the lab fully prepared. Your professor will supply only the assignment or test instructions.

The evaluation for Learning Outcome # 4 will consist of a day to day recording of the Elements of Performance listed. Each infraction will constitute the loss of one percentage point from the total number of points allocated to this outcome.

Occasionally the computer lab network will fail to respond properly and / or completely lock up. Should this happen for more than a 10 minute period during a lab assignment or test, the professor will suspend the activity and reschedule it to the next available time slot.

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Course Grading Scheme

A+	90 - 100%	Outstanding Achievement
A	80 - 89%	Above Average Achievement
B	70 - 79%	Average Achievement
C	60 - 69%	Satisfactory Achievement
U		Unsatisfactory , only given on the midterm report
S		Satisfactory , only given on the midterm report
R		Repeat , signifies a failing grade
X		A temporary grade that is limited to instances where special circumstances have prevented the student from demonstrating the required elements of performance by the end of the course semester An 'X' grade must have the Dean's approval and has a maximum time limit of 120 days after which it becomes an 'R' grade.

VI. SPECIAL NOTES:

1. Special Needs
If you are a student with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with the instructor and/or contact the Special Needs Office, Room E1204, Ext. 493, 717, 491 so that support services can be arranged for you.
2. Retention of Course Outlines
It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.
3. Your Professor reserves the right to modify the course as he/she deems necessary to meet the needs of students.
4. Substitute Course Information is available at the Registrar's Office.

5. Course materials that are discussed and / or explained during any and all lab or shop demonstrations are subject to evaluation. Students are therefore responsible for the content of all lab / shop demonstrations.
6. Any person caught cheating or substituting another person's work in place of their own for the purpose of grading or evaluation will automatically fail the said assignment or test. College policy* also dictates that such persons may be subject to immediate dismissal.

* Students should refer to the definition of "academic dishonesty" provided in the Sault College "Statement of Student Rights and Responsibilities" .

VII. PRIOR LEARNING ASSESSMENT

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following:

1. The successful completion of a computer literacy course with Learning Outcomes and Elements of Performance that are at least 80% compatible with this course outline ...
AND
2. The successful challenge of all lab tests identified by this course outline.

<OR>

3. Documented proof of at least two (2) years of experience in the use of a personal computer where both the MS-DOS and Windows operating system were used to access and manage files plus the use of a Windows based word processing package.
AND
4. The successful challenge of all lab tests identified by this course outline.