

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: COMPUTER SCIENCES - WELDING

CODE NO: EDT127 SEMESTER: FALL

PROGRAM: WELDING and FABRICATING-Techniques  
AVIATION WELDING

AUTHOR: D. SOCCHIA

DATE: \_\_\_\_\_ PREVIOUS OUTLINE DATED: \_\_\_\_\_

APPROVED:  Aug. 24/95  
DEAN DATE

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**COURSE NAME**

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**CODE NO.****TOTAL CREDITS:**

**PREREQUISITE(S):** Secondary school diploma with grade 10 general mathematics is the minimum requirement. (grade 12 math is strongly recommended). Alternately, a combination of education and experience equal to the above.

**I. PHILOSOPHY/GOALS:**

To provide students with the background and academic training necessary to develop practical skills in the use of an IBM - PC for MS-DOS, Windows, and word-processing in preparation for the later use of integrated (industrial) software packages.

**II. STUDENT PERFORMANCE OBJECTIVES (OUTCOMES):**

Upon successful completion of this course the student will:

1. Understand the basics of computer terminology, hardware, and operating systems.
2. Access and manage files under DOS and WINDOWS.
- 3) Access and manage files using the WINDOWS Program and File Manager.
- 4) Access, load and operate a typical word processing package
- 5) Load and print documents as required.

**III. TOPICS TO BE COVERED:**

1. Course introduction and orientation
2. Learning the basics of computer operation.
3. Understanding basic computer terms and definitions.
4. Breaking into WINDOWS.
5. Using a typical word processing package.  
\*\*Checking written materials for correct spelling, punctuation and grammar.\*\*
6. File Management (DOS).

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**COURSE NAME**


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**CODE NO.**
**IV. LEARNING ACTIVITIES/REQUIRED RESOURCES****Topic/Unit - # 1. Course Introduction and Orientation****Learning Activities:**

- 1.1 > A lecture presentation of the following major course documents:
- a) course outline
  - b) course guidelines
  - c) course marking system including attendance requirements

**Resources:**

- > printed handouts, overheads and chalkboard notes
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**Topic/Unit - # 2. Learning the Basics of Computer Operation****Learning Activities:**

- 2.1 > A lab demonstration with student participation of the following:
- a) turning the computer and monitor on
  - b) inserting a floppy disk
  - c) 'logging on' to the computer system
  - d) keyboard layout and use.
  - e) turning the computer off
- 2.2 > Independent practice / study assignment involving the materials covered in topic number 2.1 .
- a) Read / practice, Chapter 1: Computer 1A (for Non-Science Majors), p 9 to 24.
  - b) Becoming familiar with the following definitions on p 295 to 30:
 

Applications	Arrow Keys	Cursor Keys
Cursor	Data	Disk
Diskette	DOS	Floppy Disk
Function Keys	Hard Disk	Hardware
Keyboard	Menu	PC-DOS
Root Directory		

- 2.3 > A lab demonstration with student participation of the following:
- a) loading and running a program
  - b) using the DIR command and why
  - c) looking for a file
  - d) changing disks, drives and directories
  - e) using a mouse
- 2.4 > Independent practice / study assignment involving the materials covered in topic number 2.3 .
- a) Read / practice, Chapter 1: Computer 1A (for Non-Science Majors), p 9 to 24.
  - b) Becoming familiar with the following definitions on p 295 to 30:
 

ASCII	Bit	Byte
Directory	Document	Field
File	Font	Format
Icon	Memory	Pathname
Program	Prompt	Save
Software	Subdirectory	Window
Word Wrap	Write Protect	WYSIWYG
- 2.5 > Review of computer practices, terms and definitions covered to date followed by independent pre-test (lab) assignment.

**Resources:**

- > Text: "DOS for Dummies" - 2nd Edition by Dan Gookin  
 Blank Diskette: Pre-formatted 3½ inch DSHD.

**Topic / Unit: - LAB TEST and ASSIGNMENT (Computer Basics)**

**Resources:**

- > Blank Diskette: Pre-formatted 3½ inch DSHD  
 Lab Test Booklet  
 Assignment Sheet  
 Text: "DOS for Dummies" - 2nd Edition by Dan Gookin

### **Topic/Unit - # 3. Breaking into Windows**

#### **Learning Activities:**

- 3.1 > A lab demonstration with student participation of the following:
- a) starting and quitting windows
  - b) using a mouse in the Windows environment
  - c) using the 'Program Manager' to launch a Windows based program
  - d) using the 'Write Program' to create simple text files
  - e) using the 'File Manager' to change directories, copy, move, delete and rename files.
- 3.2 > Independent practice / study assignment involving the materials covered in topic number 3.1 .
- a) Read / practice, Chapter 5: Breaking into Windows ( p 59 to 73 )
- 3.3 > A lab demonstration with student participation of the following:
- a) running a program in Windows
  - b) using the general commands from within Windows to cut, copy, paste and undo selected text and tables
  - c) how to get online help in Windows
  - d) stopping a Windows based program.
- 3.4 > Independent practice / study assignment involving the materials covered in topic number 3.3 .
- a) Read / practice, Chapter 5: Breaking into Windows ( p 59 to 73 )

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### **Topic / Unit: - LAB TEST and ASSIGNMENT (Windows)**

#### **Resources:**

- > Blank Diskette: Pre-formatted 3½ inch DSHD
  - Lab Test Booklet
  - Assignment Sheet
  - Text: "DOS for Dummies" - 2nd Edition by Dan Gookin
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## **Topic/Unit - # 4. Using a Typical Word Processing Package**

### **Learning Activities:**

- 4.1 > A lab demonstration with student participation of the following:
- a) loading the desired software (WP6.1 )
  - b) accessing the menu bar via the 'Alt' key or the mouse.
  - c) exploring the following options available with the menu bar  
File                      Edit                      Insert  
Layout                    Tools                    Table
  - d) creating a simple text document.
  - e) using the 'file option' to open, close, save, save as and print documents
- 4.2 > Independent practice / study assignment involving the materials covered in topic number 4.1 .
- 4.3 > A lab demonstration with student participation of the following:
- a) using the 'edit option' to undo, cut, copy and paste text with a document
  - b) using the 'layout option' to affect changes to page justification, page numbering and font type / size.
  - c) using the 'tools option' to check and correct a document by means of the speller, thesaurus and grammatik
- 4.4 > Independent practice / study assignment involving the materials covered in topic number 4.3 .
- 4.5 > A lab demonstration with student participation of the following:
- a) using the 'insert option' to add characters and fiiles to an existing document
  - b) using the 'table option' to create tables and / or add table to an existing document
  - c) using the 'tools option' to check and correct a document by means of the speller, thesaurus and grammatik
- 4.6 > Independent practice / study assignment involving the materials covered in topic number 4.5 .

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**Topic / Unit: - LAB TEST and ASSIGNMENT ( WordPerfect )**

**Resources:**

- > Blank Diskette: Pre-formatted 3½ inch DSHD
  - Lab Test Booklet
  - Assignment Sheet
  - Text: "DOS for Dummies" - 2nd Edition by Dan Gookin
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**Topic/Unit - # 5. File Management (DOS)**

**Learning Activities:**

- 5.1 > A lab demonstration with student participation of the following:
    - a) copying a file
    - b) copying a group of files
    - c) deleting and undeleting a file
    - d) deleting a group of files
    - e) renaming a file
  
  - 5.2 > Independent practice / study assignment involving the materials covered in topic number 5.1 .
    - a) Read / practice, Chapter 6: File Management ( p 35 to 48 )
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**Topic / Unit: - LAB TEST and ASSIGNMENT ( File Management )**

**Resources:**

- > Blank Diskette: Pre-formatted 3½ inch DSHD
  - Lab Test Booklet
  - Assignment Sheet
  - Text: "DOS for Dummies" - 2nd Edition by Dan Gookin
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COURSE NAMECODE NO.**IV. EVALUATION METHODS: (INCLUDES ASSIGNMENTS, ATTENDANCE REQUIREMENTS ETC.)****General Assessment**

A+ = 90 to 100%  
 A = 80 to 89%  
 B = 70 to 79%  
 C = 60 to 69%  
 R/F = 0 to 59%

**Final Mark\***

Lab Tests 60%  
 Assignments / Quiz(s) 40%  
 Attendance (\*\*See Attached)

**V. 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 student outcomes and course topics that are at least 80% compatible with this course outline... AND...**
2. **The successful challenge of all theory tests identified by this course outline with a resulting average mark of at least 75 %.**

< OR >

3. **Written proof of at least two (2) years of experience in the use of personal computer systems involving DOS or WINDOWS based word processing ... AND...**
4. **The successful challenge of all theory tests identified by this course outline with a resulting average mark of at least 75%.**

**VI. REQUIRED STUDENT RESOURCES:**

3 Pens - ( 1 blue, 1 black, 1 red )  
 Binder c/w Paper  
 Text: 'DOS for Dummies' 2nd Edition, by Dan Gookin  
 4 Diskettes - 3½ inch DSHD

**VII. SPECIAL NOTES:**

Students with special needs (eg physical limitations, visual impairments, hearing impairments, learning disabilities etc.) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.

**\* Student evaluations concerning the 'Final Mark' are further affected by the conditions set forth in the printed handout, 'Welding Department Guidelines' .**

**\*\* Special guidelines for class attendance are included in the above paper.**