



**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, they will become familiar with their own network drive to store/retrieve files and to organise their files and directories. The students will also become familiarised with the college networked lab configuration, becoming familiar where to find files, what privileges they have, passwords, disk drives and directory structures for program files. This knowledge is gained through a basic understanding of the Windows 95 Operating System.

The course will cover all the really important issues of the Windows 95 interface. Everything from the Windows Explorer for file management, to creating short cuts, and using the Excessories, and OLE.

Students will also be introduced the MS Word word processing package, covering all the fundamental concepts to create, edit, and enhance documents.

Another component of the course will focus on using e-mail. Students will become comfortable sending/receiving e-mail, organising their e-mail, sending and receiving special attachments.

Students will also be introduced to the Internet, and gain an understanding of what is going on with the Internet. How to perform searches, how to use some of the still popular TCP/IP protocols such as FTP and TELNET .

The course will demonstrate how these elements can all be integrated together.

**Special Notes to the Instructor:**

1. Since this introductory computer course is taught to a very diverse group of students from various program areas in the college, the lead instructor should use examples that are familiar to the students program whenever possible. This means if the group of students you are teaching happen to be Forestry students, then use forestry related examples and assignments. This may mean modifying the textbook examples and labs.
2. Teach the **e-mail** component of the course first, or as soon as pedagogically possible. You may want to at least teach the basics of e-mail then return later to this module to complete the other components. The rationale for doing this is so students can be able to send and receive e-mail early in the semester so professors may communicate effectively as possible.
3. Challenge the more advanced students by offering bonus marks for more difficult assignments. Also, encourage these students to become helpers in your lab to assist other students. It is good experience for them, and they must be rewarded with bonus marks.

**II. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:**

**A. Learning Outcomes:**

1. **Demonstrate knowledge of disk, directory and file structures, as well as understanding the lab configuration at the college.**
2. **Demonstrate the use of Windows 95 from an end user prospective.**
3. **Demonstrate the use of e-mail.**
4. **Understand the general concepts behind the 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, and include their findings in a word processing document.**

- 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. Demonstrate knowledge of disk, directory and file structures, as well as understanding the lab configuration at the college.**

**Potential elements of the performance:**

- create, change, and remove directories.
- adopt appropriate file naming conventions for file names and file extensions and recognise files that would be ASCII text files, word processing files, executable files, batch files or system files upon examination of the file extension.
- recognise various file types.
- copy files and moving files.
- list files.
- switching drives.
- rename files.
- delete files and directories
- use the on-line help
- understand the Sault College main menu.
- understand the file serves and basic network configuration used at the college

- 2. Demonstrate the use of Windows 95 from an end user prospective.**

**Potential elements of the performance:**

- Describe the general organization of Windows 95 environment.
- Activating and switching between windows.
- Resizing, moving and arranging windows
- Moving information between windows.
- Discuss the general organization of the Windows 95 desktop, and describe the

- components.
- Running multiple programs simultaneously.
- Describe the various ways that programs can be run/accessed in the Windows 95 environment.
- Use the program Manager, and be able to use it to customize the Windows desktop.
- Accessing Help.
- Viewing disk contents and files.
- Creating and Organizing folders
- Use Windows Explorer to manage file operations, moving, copying and deleting.
- Discuss the use of the Control Panel, Task Bar and the Print Manager, and be able to use them to manage their environment.
- Use the recycle bin.
- Find files, Caring for files and disks.
- Using the right click mouse button, short cuts.
- Discuss techniques to make life easier in a Windows 95 environment.

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

#### **Potential elements of the performance:**

- Learn to use the electronic mail program in our college environment to send and retrieve mail.
- Learn to use the comprehensive and powerful features and capabilities of the package.
- Learn E-mail etiquette, what is acceptable and not acceptable when sending e-mail.
- Set up network configuration for e-mail.
- Set up advanced configuration options.
- Use the clipboard.
- Print mail messages.
- Select fonts.
- Send a receive mail messages, including attachments.
- Setting POP3 password.
- CC and BCC reply to addressing support.
- Automatically keep copies of all outgoing mail.
- Message encryption.
- Use the editor and speller.
- Delivery and proof of reading confirmation support.
- Distribution lists.
- Folder organization.

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

**Elements of the performance:**

- Know what the INTERNET is and how it works.
- Demonstrate an understanding of the Internet architecture, the protocols, and addressing.
- Sign on to the Internet using a browser.
- Subscribe to listservs.
- Use the popular graphic browser, NETSCAPE and understand its major features.
- Define and use Bookmarks.
- Perform a variety of searches using some popular search engines.
- Understand the WWW client/server arrangement, and the HTML format of information.
- Copy images and text from web sites to your home directory.
- Examine some popular FTP sites and download files.

**6. 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:**

- 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
- produce headers and footers
- use the spell check, and thesaurus tools provided by the word processing package
- 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
- discuss the difference between ASCII text files and word processing files and how to convert files into another format when opening or saving files.

#### **IV. Required Student Resources**

Check with Instructor for book list

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 55 - 69% Satisfactory

R 0 - 54% 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.

#### **Assignments:**

5% E-mail

10% Internet

10% Windows

15% Word processing

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40%

#### **Tests/Quizzes:**

20% Computer concepts/DOS/Windows

20% E-mail/Internet

20% Word processing

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60%

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

**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.
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.

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**EDP 122**

6. Students must achieve a passing grade in **both** the assignment (40%) 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.