

**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**

Author(s): **Willem de Bruyne**

Date: **January 1998**

Previous

Outline Dated: **May 1997**

APPROVED: Joseph C. Kuehler 97 12 23  
Dean Date

**TOTAL CREDITS: 3**

**PREREQUISITES: NONE**

**LENGTH OF COURSE: 3 HOURS PER WEEK**

**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 and understand how to use the clipboard, and how to use some of the desktop tools. 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, and how to integrate information from these sources into a word processing document. The remainder of the course will focus on the word processing.

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

**A. Learning Outcomes:**

- 1. Describe general computer concepts and terminology.**
- 2. Demonstrate knowledge of disk, directory and file structures, as well as understanding the lab configuration at the college.**
- 3. Demonstrate the use of Windows from an end user prospective.**
- 4. Demonstrate the use of e-mail.**
- 5. 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.**
- 6. 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.

**2. 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 three character 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

**3. Demonstrate the use of Windows from an end user prospective.**

**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 to: copy, edit, rename, delete, print and moved files.
- Use the icons and pull down menus to create, rename, and remove directories.
- switch tasks in Windows environments
- activate the accessories icon and go into paintbrush
- while in paintbrush produce a diagrams
- Make use of the clipboard
- use the on-line help for Windows using the pull down menu HELP

**4. 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:
- Use the editor and speller.
- Delivery and proof of reading confirmation support.
- Distribution lists.
- Send an attachment to an e-mail message
- Folder organization.

**5. 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.
- Copy images and text from web sites.
- 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
- use the editor provided by the word processing package for producing headers and footers
- use the spell check, and thesaurus tools
- use the table editor to create and/or edit tables.
- type text with superscript and subscript and normal font selections
- insert graphic images into the file.
- Zoom in and out the page size.
- print the documents
- perform mail merge
- 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 textbooks.

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.

#### **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, 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.

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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.