

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

**COURSE OUTLINE**

**COURSE TITLE:** COMPUTER APPLICATIONS IN JUSTICE SERVICES

**CODE NO•:** LAS105-3 **SEMESTER:** ONE

**PROGRAM** LAW AND SECURITY/CORRECTIONAL WORKER

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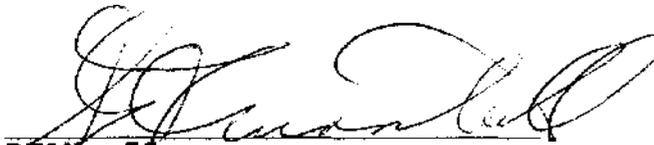
**DATE:** SEPTEMBER, 1991

**PREVIOUS OUTLINE DATED:** SEPTEMBER, 1990

New:

Revision:

APPROVED

  
DEAN, SCHOOL OF BUSINESS &  
HOSPITALITY

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DATE

COMPUTER APPLICATIONS IN  
JUSTICE SERVICES

LAS105-3

**COURSE NAME**

**COURSE CODE**

**TIME:** 3 hours/week {1 hour lecture, 2 hours lab)

**TEXT:** DOS Notes and WordPerfect 5.1 Notes

**SUPPLIES:** Two 5 1/4" Diskettes (above text and supplies are  
available in Campus Shop)

**AIMS AND OBJECTIVES:**

To provide an opportunity to develop an understanding of micro computer hardware and operating system software.

To provide an opportunity for students to develop practical hands-on skills in using word processing and data base management software relevant to their related fields.

**STUDENT EVALUATION:**

Tests (3 @ 25%)*	75%
Assignments	25%
	100%

There will be no opportunity for re-writes. Special circumstances as covered by college policy; verified medical, family bereavement, jury duty, must be reported immediately. Unexcused absence will result in a mark of zero.

**GRADING:**

<b>A+</b>	90 - 100%
<b>A</b>	80 - 89%
<b>B</b>	70 - 79%
<b>C</b>	55 - 69%
<b>R</b>	0 - 60%

**NOTES:**

Tests may include both written and practical computer work.

Assignments received after due date are subject to 10% per day penalty. Assignments will not be accepted after a late time of 5 school days, and a zero mark is assigned. Students are advised to maintain a backup of all files on diskette. Loss of output due to a lost or damaged diskette will **not be** acceptable for a late or incomplete assignment.

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

**COURSE CONTENT**

**Computer Hardware**

The student will be able to:

1. Identify and understand the function of each major component of the IBM PC computer system used in the lab.
2. Define and explain terms related to computer systems, (i.e. capacity, size, sectors, tracks, file protection, diskette drive).
3. Operate the hardware and software used in the course.

**DOS Concepts (Disk Operating System)**

The student will be able to:

1. Define and explain the need for an operating system.
2. Identify and describe the main functions or components of an operating system.
3. Know the uses of DOS commands required for efficient operation of WordPerfect and dBase IV.
4. Operate the computer within the IBM/MSDOS architecture.

**Word Processing - WordPerfect**

The student will be able to:

1. Define and describe the benefits of a word processing package,
2. Describe and use word processing features, including the following:
  - entering and saving text
  - editing text
  - printing text
  - using the Thesaurus
  - using the Spell Checker

Data Base Management ~ DBase IV Plus

The student will be able to:

1. Define and describe the benefits of a data base package.
2. Describe and use data base features, including the following:
  - Define the database structure
  - Input records to a database
  - Append, erase and edit records
  - Print database records
  - Sort database records