

ENGR 158 – Applications in Computing (2 credits)

2020W

Introduction to operating systems, file management, word processing and problem-solving using spreadsheet software. Introduction to data bases, presentation software, and Internet software.

Weekly Course Hours

Lecture:	1	Seminar:	0
Lab:	2	Out of Class:	4 (estimate)
Tutorial:	0	Number of weeks:	11

Instructor information

Name: **Len K. Mar, P.Eng**
Office: TEC 133A

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Phone: 250-884-4236 (Cell)

Materials

Text:	None required
Other:	Class notes and lab assignments
Website:	to be determined

Assignments

Lab sessions will consist of open periods where students can work on scheduled lab assignments. Assignments are to be handed on time.

No late projects or assignments will be accepted for grading.

Assessment

Assignments	50%
Quizzes	30%
Final PowerPoint Presentation Project	20%

Grading System

A+	90 - 100%	B-	70 - 72%
A	85 - 89%	C+	65 - 69%
A-	80 - 84%	C	60 - 64%
B+	77 - 79%	D	50 - 59%
B	73 - 76%	F	< 50%

Learning Outcomes

Upon successful completion of this course students will be able to:

- Produce a formatted document including tables, subscripts and superscripts;
- Generate a spreadsheet complete with formulae to solve engineering problems including curve fitting;
- Generate a simple data base;
- Prepare a simple presentation;
- Find and view Internet resources;
- Transfer and manage electronic files; and
- Send and receive emails.

Course Outline

Week	Lecture Topic	Lab Assignments
1	Course Information, Introduction to Microsoft Excel	-
2	Basic data and formulas	Basic spreadsheets
3	Microsoft Excel continued... Formatting and data manipulation Introduction to e-mail	Bills of Materials, e-mailing documents
4	Microsoft Excel Continued... Graphs and Charts, Quiz 1	Engineering calculations
5	Computer Operation, Operating Systems and File management Internet	Computer hardware, OS commands, file management, Internet and e-mail
6	Introduction to Microsoft Word	Basic word processing
7	Quiz 2 Microsoft Word Continued Editing and formatting	Basic document formatting
8	Microsoft Word Continued... advanced features	Technical documents
9	Microsoft Access	Create a simple database
10	Access continued Introduction to Microsoft PowerPoint	Database queries and reports, Preparing a simple presentation
11	Final Presentation using PowerPoint	Create a PowerPoint presentation

Note:

Course Outline may be subject to slight modifications and adjustments based on discretion of instructor.