

#951

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: MICROCOMPUTER APPLICATION SOFTWARE

CODE NO.: EDP104 SEMESTER: FALL

PROGRAM: GAS

AUTHOR: ROSEMARY LEBLANC

DATE: AUGUST 1994

PREVIOUS OUTLINE DATED: AUGUST 1993

New: _____ Revision: X

APPROVED: _____ DATE _____
DEAN, SCHOOL OF BUSINESS & HOSPITALITY

MICROCOMPUTER APPLICATION SOFTWARE

EDP 104

COURSE NAME

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TOTAL CREDITS: 45

PREREQUISITE(S): EDP 109 - Intro to Microcomputers and
 Application Software

I. PHILOSOPHY/GOALS

This course provides the student with an opportunity to develop a deeper understanding of the concepts introduced in EDP 109. Students will reinforce existing skills and develop additional skills in utilizing operating system and applicaton software. Utilizing spreadsheet software to solve practical problems will be emphasized.

II. STUDENT PERFORMANCE OBJECTIVES

Upon successful completion of this course the student will be able to:

- A1. Create, edit, save and print multi-page documents including the use of: headers, footers, page numbering, page breaks, text enhancement, tabs, indents, fonts to change size and appearance.
- A2. Merge documents to send out multiple copies of one document to many people, including envelopes and labels.
- A3. Create and use macros to save time wasted by repetitive typing.
- A4. Create professional business documents by using: mathematical features, columns, tables, outlines, equations and graphics.
- A5. Sort information in documents whether the information is found in lines, paragraphs or as part of a secondary merge document.
- B1. Create, edit, save and print spreadsheets that include: formatting for currency, various column widths, simple and complex formulas.

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STUDENT PERFORMANCE OBJECTIVES CONT'D

- B2. Create easy to read graphs and pie charts to go along with any spreadsheet.
- B3. Sort the information in a spreadsheet based on various given criteria.
- B4. Extract data required based on given criteria.
- B5. Print graphs and spreadsheets as part of a document created in WordPerfect.
- C1. Name files and directories.
- C2. Use DOS commands for: date, format, dir, check disk, delete, copy and rename.
- C3. Create and use directories and subdirectories.

III. TOPICS TO BE COVERED

			<u>Approximate Time</u>
A1	WordPerfect	enhancements	6 hours
A2		merge	3 hours
A3		macro	3 hours
A4		columns, tables	
		graphics	6 hours
A5		sort	3 hours
B1	Spreadsheet	create, edit	3 hours
B2		graphs	6 hours
B3		sort	3 hours
B4		extract	3 hours
B5		print in document	3 hours
C1	DOS	files and directories	1 hours
C2		commands	3 hours
C3		directories and subdirectories	2 hours

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IV. LEARNING ACTIVITIES

The course will be totally practical applications done via exercises on the computer. When new topics are introduced, there will be a brief lecture and a sample done as a group.

V. REQUIRED RESOURCES

2 or more 3 1/2" diskettes

Star Series books on WordPerfect, Lotus and DOS - The Software Toolkit.

VI. EVALUATION METHOD

All student exercises are to be handed in and checked by the instructor. This should help the student know what is expected on assignments.

There will be 3 assignments in WordPerfect and 3 in Lotus. Each assignment will be given a mark out of 10 and will combine for 40% of the final mark.

There will be 3 tests each worth 20% of the final mark. The tests will be at the completion of each segment: WordPerfect, Lotus and DOS.

Students are required to complete all tests and assignments prior to the end of the course with an overall average as follows:

A+	90 - 100%
A	80 - 89%
B	70 - 79%
C	60 - 69%

R below 60%, repeat, objectives of the course not met

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VII. SPECIAL NOTES

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

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