

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: COMPUTER AWARENESS

Code No.: EDP 110

Program: OFFICE PROCEDURES/RETAIL SALES, G.A.S.

Semester: ONE

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New: _____ Revision: X _____

APPROVED: 
Chairperson

Sept '89
Date

COMPUTER AWARENESS

EDP 110

PHILOSOPHY/GOALS

To introduce students to computerized programs most commonly used in the office environment. Throughout the course, the student will have access to a computer and will be encouraged to learn at a progressive pace. Successful students will have an appreciation of what a computer is, what it can be capable of doing, where it is of most use in an office setting, and why it is important to have a basic literacy on it's use.

GENERAL OBJECTIVES

The course has been designed to provide the student access to three types of general use computer software programs, these being a word processing package called Word Perfect; a financial worksheet program called Lotus 1-2-3; and a customer financial management package named ACCPAC Accounts Receivable. Since these products, or ones of similar design and application, are used in a large variety of offices, large and small, the student will have had access to job entry skills needed to secure relevant employment.

COURSE PRESENTATION

The material in the course of study will be covered by:

1. Assigned reading of hand out materials.
2. Application of material on the machine from written and verbal instructions.
3. Classroom time to complete required assignments under the assistance of the instructor.

COURSE OUTLINE

WEEK

- | | |
|-----|---|
| 1-2 | Introduction to computer technology, hardware and software |
| 3-6 | Basics of word processing, using Word Perfect (2 assignments) |

TEST #1

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- 7-9 Using a spreadsheet package, LOTUS 1-2-3 (2 assignments)
- 10-15 Managing customer accounts using ACCPAC Accounts Receivable (3 assignments)
- 16 Final week for assignment submission

TEST #2

EVALUATION

Final grade will be assigned as follows:

| | | |
|----|-------------|-----------------|
| A+ | - 90-100% | |
| A | - 80-89% | Term Tests 30% |
| B | - 70-79% | Assignments 70% |
| C | - 55-69% | |
| R | - under 55% | |

SPECIFIC OBJECTIVES

The student will be able to:

Computer Theory

- explain how computers have evolved
- define data, information, and information processing
- identify the purpose of an information system
- identify the benefits of computers to the business user
- describe the "office of the future"
- recognize some modern methods and procedures being used to handle routine office tasks
- discuss the need for offices to change methods of handling information
- distinguish between microcomputers, minicomputers, and mainframes
- identify the components and functions of a computer system
- explain the difference between hardware and software
- identify the components and functions of a central processing unit
- explain how computers are directed to do something
- explain how data is stored in computers
- discuss media used for permanent storage

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WORD PROCESSING

- prepare diskettes to store data
- start Word Perfect
- recognize the functions of the keyboard
- enter text and move around the data
- edit text and save a document
- exit and retrieve a document
- enhance text by centering, bolding and underlining
- use the blocking feature
- cut, paste and copy text
- set tabs and indent
- use line spacing and page formats
- draw lines
- activate the search and replace function
- utilize the spell checker and the thesaurus

LOTUS 1-2-3

- understand the basic theory of the worksheet
- recognize the functions of the keyboard
- create worksheets, enter labels, numeric data and formulas
- understand automatic recalculation and "what if?"
- select commands through menu options such as copy; file; graph; move; print; range; and format

ACCPAC ACCOUNTS RECEIVABLE

- explain the theory of computerized accounts receivable operations
- create a company profile with customer and system options
- create new customer accounts and modify existing accounts
- enter sales invoice data as well as cash receipts and adjustments
- print the appropriate journals for record keeping and corrections
- process data for various managerial reports
- maintain the system and perform year end processing