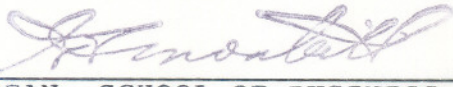SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: INTRO TO MICROCOMPUTERS & WORDPROCESSING

CODE NO.: EDP117   SEMESTER: ONE

PROGRAM: OFFICE ADMINISTRATION

AUTHOR: G. DUNLOP/J. MITCHELL

DATE: SEPTEMBER, 1990

PREVIOUS OUTLINE
DATED:

New: __X__   Revision: _____

APPROVED: _____   _____ 90
          DEAN, SCHOOL OF BUSINESS &   DATE
              HOSPITALITY

INTRO TO MICROCOMPUTER & W.P.   EDP117
_____   _____
          COURSE NAME   **COURSE CODE**

TIME   2 hours/week

AIMS AND OBJECTIVES:

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

2. To provide an opportunity to introduce and develop practical skills in the use of one or more application software products.

TEXT: "DOS Notes"
              "WordPerfect Notes" (available from Bookstore)

              Plus two 5 1/4" disks

STUDENT EVALUATION:

Tests (2 @ 30%)	60%	**(no rewrites)**
Assignments	40%	
	100%	
*Final Exam	30%	

GRADING:

A+	90 -	100%
A	80 -	89%
B	70 -	79%
C	60 -	69%
R	0 -	54%

WARNING: 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 incompleted assignment.

* Final exam to be written by students failing/missing one of the regular term tests provided all assignments have been submitted and the student has attended classes regularly. This final test mark is to replace the failed/missed test.

INTRO TO MICROCOMPUTERS & W.P.   <u>EDP117</u>

NOTES:

1.   Tests may include both written and practical on-line material.

2.   Assignments received after due date are subject to **20% per day** penalty.

3.   There will be **no** rewrites in this course.

MODULE 1:   Introduction to Microcomputers

Objectives: Upon completion of this module, the student will be able to:

1.   Describe the Data Processing Cycle and how this cycle is related to the use of computers.

2.   List and describe the basic components of a microcomputer.

3.   Differentiate between hardware and software.

4.   Compare and contrast secondary storage using floppy disks and hard disks.

5.   Name and describe various business, personal and educational uses for microcomputers and software.

MODULE 2:   The Operating System

Objectives: Upon completion of this module, the student will be able to:

1.   Describe what is meant by an operating system (DOS) and its major functions.

2.   Differentiate between a warm and cold start and describe what is meant by "booting up" the system.

3.   Format a flopping diskette.

4.   Display the disk directory of a disk on any drive using the DIR command.

5.   Copy a file(s) from one diskette to another using the COPY and DISKCOPY commands.

6.   Describe and use other commands such as ERASE, TYPE, AND PRINT.

MODULE 3:   Word Processing using WordPerfect 5.0

Objectives: Upon completion of this module, the student will be able
to:

1. Define word processing.

2. Create, save, retrieve, and edit a document.

3. Format and print a document.

4. Reformat a document, change margins, and change line spacing.

5. Describe the purpose of the function keys.

6. Use the spelling checker facility.

7. Use other word processing functions to the file and handle
documents.