SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: INTRO TO MICROCOMPUTERS & WORDPROCESSING

CODE NO.: EDP117　　　　　　　　SEMESTER: ONE
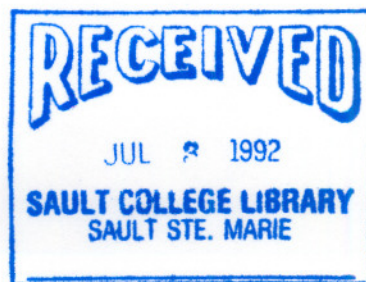
PROGRAM: OFFICE ADMINISTRATION

AUTHOR: J. MOORE

DATE: SEPTEMBER, 1992

PREVIOUS OUTLINE DATED: SEPTEMBER, 1991

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　　　　　　　　　New:＿＿＿＿＿　　Revision:＿＿＿＿＿

APPROVED: ＿＿＿＿＿＿＿＿＿＿　　　　92-07-03
　　　　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.

GRADING:

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

> Three Tests: #1 - 20%
>   #2 - 20%
>   #3 - 20%
>   ——————
>   60%

> Daily work   40%
>   ——————
>   100%

100% completion of regular classroom work is expected. Work which is
not submitted by the due date or work handed in incomplete, will
result in a loss of 10 percent for each occurrence from the total
assignment value unless the teacher is aware of a valid reason prior
to due date.

If a student is not able to write a test because of illness, or a
legitimate emergency, that student must contact the teacher prior to
the test and provide an explanation which is acceptable to the teacher
(medical certificates or other appropriate proof may be required). In
cases where the student has contacted the teacher, and where the
reason is not classified as an emergency, i.e. slept in, forgot, etc.,
the highest achievable grade is a "C". In cases where the student has
not contacted the teacher, the student will receive a mark of "0" on
that test.

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The following marking scheme will be used on graded work:

Proofreading/spelling	-5 for each occurrence
All other errors (margins, spacing, etc.)	-2 for each occurrence
Punctuation	-1/2 to -5 for each occurrence
Formatting errors	-2 to -5
Word division	-1/2 to -2

Each student will be required to keep a file in a designated classroom. This will facilitate the return of assignments, grades, and delivery of messages the Office Administration faculty need to relay to the student.

SPECIFIC OBJECTIVES:

MODULE 1:   Introduction to Microcomputers (Approx. 6 hours)

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

                                                         Text

1. Describe the history of computers.   Lecture/Notes

2. Describe the kinds of technology used to
    transmit data.   "

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

4. List and describe the basic components of a
    microcomputer.   "

5. Differentiate between hardware and software.   "

6. Compare and contrast secondary storage using
    floppy disks and hard disks.   "

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

    TEST #1

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MODULE 2:   Word Processing using WordPerfect 5.1
                 (approximately 15 hours)

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

                                                    Text

1. Format diskettes.   WP 5.1 Notes,
                                                    p. 6

2. Handle diskettes.   WP 5.1 Notes,
                                                    p. 8

3. Access and exit the Menu Line.   WP 5.1 Notes,
                                                    p. 13

4. Master cursor movement.   WP 5.1 Notes,
                                                    p. 17

5. Create, save, retrieve, and edit a document.   WP 5.1 Notes
                                                    pp. 18-29

6. Centre, flush right, bold, underline text,   WP 5.1 Notes
    and indent paragraphs.   pp. 30-39

7. Format and print a document.   WP 5.1 Notes
                                                    pp. 86-90

8. Change the left and right margins and   WP 5.1 Notes,
    change line spacing.   pp. 42-48

9. Use the spelling checker facility.   WP 5.1 Notes,
                                                    pp. 61-65

TEST #2

MODULE 3: The Operating System
          (approximately 10 hours)

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

                                                        Text

1. Describe what is meant by an operating system   Lecture/Notes
    (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 floppy 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.   "

    TEST #3

TEXT/MATERIALS:

From the Desk of Software Support WordPerfect 5.1

Two, 5 1/4" disks

NOTE: The above course outline is subject to change.

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 deems necessary to meet the needs of the students.