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, 1993

**PREVIOUS OUTLINE DATED:** SEPTEMBER, 1992

New: __X__    Revision: _____

**APPROVED:** _____    _____ '93
       **DEAN, SCHOOL OF BUSINESS &**          **DATE**
           **HOSPITALITY**

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


TIME    3 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%

            Four Tests:     #1 - 10%
                            #2 - 20%
                            #3 - 25%
                            #4 - 15%
                                _____
                                  70%

            Daily work            30%
                                _____
                                 100%

**Warning:**  Academic dishonesty will result in a grade of zero (0) on
the assignment or test for all parties.

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.  Late assignments will be accepted up to three days after
the due date with a 10 percent penalty.

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.

**PRETESTING:**  Students interested in obtaining EDP117 pretest(s) will
attend the first week of EDP117 classes and arrange the test date(s)
with the instructor.  Computer Awareness, WordPerfect, and DOS
pretest(s) must be completed with a "B" grade.


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. 8 hours or 3 weeks)
          Text:  Microcomputers and DOS:  A Short Course

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

| | | |
|---|---|---|
| 1. | Explain the term digital. | Chapter 1 pp. 1 - 5 |
| 2. | Describe how information is stored, processed, and communicated in a computer. | pp. 1 - 5 |
| 3. | Explain the difference between a bit and a byte. | pp. 1 - 5 |
| 4. | Describe the function of the central processing unit (CPU). | |
| 5. | Explain how peripheral equipment is attached to the computer. | pp. 6 - 11 |
| 6. | Explain input and output devices. | pp. 13 - 23 |

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7.  Compare and contrast secondary storage using
    floppy disks and hard disks.                    pp. 24 - 27

8.  Protect and care for files and disks.           pp. 28 - 30

9.  Describe the main types of application software
    programs that you can run on a computer.

10. Describe the functions of an operating system.  pp. 31 - 36

    **TEST #1**


MODULE 2:    Introduction to WordPerfect 5.1 (Approx. 27 hours or
             9 weeks)
             Text:  WordPerfect 5.1 Made Easy

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

1.  Format a disk                                   xxiii

2.  **Create a Memorandum**                         Chapter 1
    - correct errors by backspacing, cursor         pp. 1 - 18
      movement, centre words horizontally, format
      memorandums, save, print and clear the screen

3.  **Edit a Memorandum**                           Chapter 2
    - retrieve a file, delete text, insert text,    pp. 19 - 33
      replace text, recapture deleted text, display
      and print the directory

4.  **Create a Draft Letter**                       Chapter 3
    - change vertical line spacing                   pp. 35 - 50

5.  **Refine a Letter and Print Final Copy**        Chapter 4
    - change left/right and top/bottom margins;     pp. 51 - 65
      change justification, delete vertical
      line space code, use WordPerfect's speller

    **TEST #2**

6.  **Use Automatic WordPerfect Functions**         Chapter 5
    - move text, copy text, search and replace      pp. 67 - 84
      text, use hyphenation, use a temporary
      left margin, print a block of text

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7.  **Create a Resume**                          Chapter 6
    - bold and underline text, control hard      pp. 85-100
      spaces, change text from upper to lower-
      case letters, create special characters

8.  **Create a Table**                           Teacher
    - create a table involving laying out the    Handout
      columns, setting appropriate column tabs,
      and typing the text and numbers in the columns

    **TEST #3**


**MODULE 3:**   The Operating System (Approx. 10 hours or 3 weeks)
                Text:  Microcomputers and DOS:  A Short Course

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

1.  Describe what is meant by an operating system    Chapter 2
    (DOS) and its major functions                     pp. 42 - 48

2.  Execute commands                                  pp. 49 - 55

3.  Change the default drive                          pp. 56 - 61

4.  Format disks, unformat disks, create             Chapter 3
    volume labels                                     pp. 63 - 67

5.  Assign and use filenames.  Use wildcards.         pp. 69 - 75

6.  Copy files                                        pp. 76 - 78

7.  Rename files                                      pp. 79 - 81

8.  Delete files                                      pp. 82 - 85

    **TEST #4**

**TEXT/MATERIALS:**

Microcomputers and DOS:  A Short Course, by Dennis P. Curtain

WordPerfect Made Easy 5.1, by Katie Layman

Three, 3 1/2" high density disks
Three-ring plastic protective disk holder

**NOTE:**   The above course outline is subject to change.

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**<u>SPECIAL NOTES</u>:**  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.