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 1994

**PREVIOUS OUTLINE
DATED:** SEPTEMBER 1993

New:_____ Revision:___X___

APPROVED:_____   94/08/22
DEAN, SCHOOL OF BUSINESS &   DATE
          HOSPITALITY

INTRO TO MICROCOMPUTER & W.P.	EDP117
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TOTAL CREDITS: 3

TIME: 3 hours/week

PREREQUISITE(S): None

I. PHILOSOPHY/GOALS:

1. To provide an opportunity to develop an understanding of microcomputer 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.

II. STUDENT PERFORMANCE OBJECTIVES

Upon completion of the course, participants will be able to:

1. Explain the term digital.

2. Describe how information is stored, processed, and communicated in a computer.

3. Explain the difference between a bit and a byte.

4. Describe the function of the central processing unit (CPU).

5. Explain how peripheral equipment is attached to the computer.

6. Explain input and output devices.

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

8. Protect and care for files and disks.

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

10. Describe the functions of an operating system.

11. Create a memorandum.

12. Edit a memorandum.

13. Create a draft letter.

14. Refine a letter and print final copy.

15. Use automatic WordPerfect functions.

16. Create a resume.

17. Create a table.

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

19. Execute commands.

20. Change the default drive.

21. Format disks, unformat disks, create volume labels.

22. Assign and use filenames. Use wildcards.

23. Copy files.

24. Rename files.

25. Delete files.

III. **TOPICS TO BE COVERED**

Introduction to Microcomputers (Approx. 8 hours or 3 weeks)

1. The Digital Revolution
2. The Anatomy of a Microcomputer
3. Input and Output Devices
4. External Storage Devices
5. Application Software and the Operating System

Introduction to WordPerfect 5.1 (Approx. 27 hours or 9 weeks)

6. Creating Memorandums
7. Editing Memorandums
8. Draft Letters
9. Printing Final Copies
10. Automatic WordPerfect Functions
11. Resumes

12.   Tables

The Operating System (Approx. 10 hours or 3 weeks)

13.   DOS - An Overview
14.   DOS Commands
15.   The Default Drive
16.   Formatting Disks
17.   Assigning and Listing Filenames
18.   Copying Files
19.   Renaming Files
20.   Deleting Files

IV.   (A)   **LEARNING ACTIVITIES/REQUIRED RESOURCES FOR THE COMPUTER
             AWARENESS PORTION OF THE COURSE**

  1.   The Digital Revolution

       Learning Activities:

       Discuss the term digital; discuss how information is stored,
       processed, and communicated in a computer; discuss the
       difference between a bit and a byte

       Resources:

       Text - Microcomputers and DOS, A Short Course, pp. 1-5
              Overheads; exercise 1, p. 5
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  2.   The Anatomy of a Microcomputer

       Learning Activities:

       Discuss the function of the central processing unit (CPU);
       discuss how peripheral equipment is attached to the computer

       Resources:

       Text pp. 6-11; overheads; exercise 1, p. 12
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3. Input and Output Devices

   Learning Activities:

   Discuss input and output devices; discuss how different types of printers form images on paper

   Resources:

   Text pp. 13-23; overhead

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4. External Storage Devices

   Learning Activities:

   List and discuss the main features of floppy disks; discuss how floppy and hard disk drives work; discuss how data are stored on magnetic media; list and discuss ways to care for your disks

   Resources:

   Text pp. 24-29; overheads

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5. Application Software and the Operating System

   Learning Activities:

   Listen to presentation on the main types of application software programs that are run on a computer; discuss the functions of an operating system; discuss the purpose of program updates

   Resources:

   Text pp. 31-36; overhead

   TEST #1

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IV. (B) **LEARNING ACTIVITIES/REQUIRED RESOURCES FOR THE**
WORDPERFECT 5.1 PORTION

6. <u>Creating Memorandums</u>

<u>**Learning Activities:**</u>

Format a disk; load the program and obtain a clear screen;
access a disk drive; correct errors by backspacing; cursor
movement; centre words horizontally; understand word wrap;
format a memo in two different styles; save, print and clear
the screen

<u>**Resources:**</u>

Text - <u>WordPerfect 5.1 Made Easy</u>, Chapter 1, pp. 1-11
PC Instructor; overhead; exercises pp. 14-18

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7. <u>Editing Memorandums</u>

<u>**Learning Activities:**</u>

Retrieve a file using list files and the F10 key; delete a
character, word, space, return, and block of text; use
shortcuts for deleting text; insert text; replace text;
recapture deleted text; save a file and clear the screen;
display and print the directory

<u>**Resources:**</u>

Chapter 2, pp. 19-24; exercises pp. 27-33

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8. <u>Draft Letters</u>

<u>**Learning Activities:**</u>

Enter a draft letter using the block letter style; enter a
draft letter using the AMS Simplified letter style; change
the vertical line spacing

<u>**Resources:**</u>

Chapter 3, pp. 35-43; exercises pp. 45-49

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9. __Printing Final Copies__

__Learning Activities:__

Change left/right and top/bottom margins; change justification; delete vertical line space code; use WordPerfect's speller; print a letter in final form; cancel a print job

__Resources:__

Chapter 4, pp. 51-59; exercises pp. 61-65

__TEST #2__

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10. __Automatic WordPerfect Functions__

__Learning Activities:__

Move text; copy text; search and replace text; use hyphenation; use a temporary left margin; print a block of text

__Resources:__

Chapter 5, pp. 67-77; exercises pp. 79-84

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11. __Resumes__

__Learning Activities:__

Bold and underline text; control hard spaces; change from upper to lower-case letters; create special characters

__Resources:__

Chapter 6, pp. 85-91; overhead; exercises pp. 94-100

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12. __Tables__

__Learning Activities:__

Create a table involving laying out the columns; setting appropriate column tabs; typing the text and numbers in the columns

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Resources:

Teacher handout; exercises; overhead

TEST #3

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IV. (C) **LEARNING ACTIVITIES/REQUIRED RESOURCES FOR THE MS DOS PORTION**

13. DOS - An Overview

Learning Activities:

Load DOS on a hard disk system; determine the version number of DOS that your system is running; quit DOS and turn off your computer

Resources:

Text - Microcomputers and DOS, A Short Course, Chapter 2, Topic 6, pp. 42-48

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14. DOS Commands

Learning Activities:

Discuss the difference between internal and external commands; execute commands from the command prompt; print the screen display

Resources:

Chapter 2, Topic 7, pp. 49-55; exercises 1, 2, 3

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15. The Default Drive

Learning Activities:

Discuss the difference between the default drive and other drives; change default drives; customize the command prompt

Resources:

Chapter 2, Topic 8, pp. 56-61; exercise 1; review questions

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16.   <u>Formatting Disks</u>

      <u>**Learning Activities:**</u>

      Discuss why you format a disk; format your own data disks; discuss the difference between a data disk and a system disk; format a disk as a system disk; transfer the operating system files to a disk that has already been formatted

      <u>**Resources:**</u>

      Chapter 3, Topic 9, pp. 63-68; exercise 3
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17.   <u>Assigning and Listing Filenames</u>

      <u>**Learning Activities:**</u>

      Discuss the number and types of the characters that you can use when naming files; list the names of files on a disk; use switches to modify a basic command; discuss the function of the question mark and asterisk wildcards; use wildcards to specify files in commands

      <u>**Resources:**</u>

      Chapter 3, Topic 10, pp. 69-75; exercises 1 and 2
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18.   <u>Copying Files</u>

      <u>**Learning Activities:**</u>

      Discuss the difference between the source and target drives; copy files from one disk to another

      <u>**Resources:**</u>

      Chapter 3, Topic 11, pp. 76-78; exercise 1
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19.   <u>Renaming Files</u>

      <u>**Learning Activities:**</u>

      Rename files one at a time; rename groups of files using wildcards

Resources:

Chapter 3, Topic 12, pp. 79-81; exercises 1 and 2

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20. Deleting Files

Learning Activities:

Preview files that will be deleted; delete files from a
disk; undelete files with DOS 5 and later versions

Resources:

Chapter 3, Topic 13, pp. 82-85; exercises 1, 2, 3; review
questions pp. 86-88

TEST #4

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V.   **METHOD OF EVALUATION**

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

          Four Tests: #1 - 10% (Computer Awareness)
                           #2 - 20% (WordPerfect 5.1)
                           #3 - 25% (WordPerfect 5.1)
                           #4 - 15% (MS DOS)

                           70%

          Daily work   30% (WordPerfect 5.1 Assignments)

          TOTAL   100%

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

It is expected that 100 percent of classroom work be completed.
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.

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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 minimum of a "C"
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.

VI.   **RESOURCE MATERIALS**

     <u>REQUIRED TEXTBOOKS/MATERIALS:</u>

     <u>Microcomputers and DOS: A Short Course</u>, by Dennis P. Curtin

     <u>WordPerfect Made Easy 5.1</u>, by Katie Layman

     Three, 3 1/2" high density disks

VII. **SPECIAL NOTES**

     Students with special needs (eg. physical limitations,
     visual impairments, hearing impairments, learning

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disabilities) are encouraged to discuss required
accommodations confidentially with the instructor.

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