



SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: INTRODUCTION TO MICROCOMPUTERS
CODE NO.: EDP122 **SEMESTER:** ONE
PROGRAM: BUSINESS
AUTHOR: DENNIS OCHOSKI
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PREVIOUS OUTLINE DATED:

New: Revision:

APPROVED: DEAN, SCHOOL OF BUSINESS & HOSPITALITY **DATE**

INTRODUCTION TO MICROCOMPUTERS

EDP122

COURSE NAME

COURSE CODE

Length of Course: 3 periods per week for one semester.

Required Resources:

Text: Microcomputer Applications Kit, by Shelley and Cashman

Includes the following modules:

- 1) Introduction to Computers
- 2) Introduction to DOS
- 3) Word Processing Using WordPerfect 5.1
- 4) Spreadsheets Using Lotus 1-2-3 Release 2.2

Disks: 2, 3 1/2" floppy diskettes

Philosophy/Goals:

Microcomputers have become standard tools in many corporations and small businesses, and a level of computer literacy is a necessity in order to function efficiently in the workplace. The intent of this course is to instill a basic level of both computer literacy and computer competency so that the student gains an understanding of what a computer is and how to use it as a resource to meet information needs and improve productivity.

Practical "hands-on" applications will be utilized to incorporate the concepts of microcomputer operating systems, word processing, and spreadsheets.

Student Evaluation:

The student's final grade will consist of the following components:

Quizzes:

Quiz #1 - Microcomputer Concepts (Module 1)	5%
Quiz #2 - WordPerfect (Module 2, Sections 1 & 2)	10%
Quiz #3 - WordPerfect (Module 2, Sections 3 & 4)	15%
Quiz #4 - DOS (Module 3, Section 1)	5%
Quiz #5 - DOS (Module 3, Section 2)	5%
Quiz #6 - Lotus 1-2-3 (Module 4, Sections 1 & 2)	10%
Quiz #7 - Lotus 1-2-3 (Module 4, Sections 3 & 4)	15%

Assignments:

Assignment #1 - WordPerfect (Module 2, Sections 1 & 2)	5%
Assignment #2 - WordPerfect (Module 2, Section 3)	5%
Assignment #3 - WordPerfect (Module 2, Section 4)	5%
Assignment #4 - DOS (Module 3, Section 1)	2%
Assignment #5 - DOS (Module 3, Section 1)	3%
Assignment #6 - Lotus 1-2-3 (Module 4, Section 3)	5%
Assignment #7 - Lotus 1-2-3 (Module 4, Section 3)	5%
Assignment #8 - Lotus 1-2-3 (Module 4, Section 4)	5%
	35%
	<hr/> 100%

SPECIAL NOTES:

- 1) Students are advised to maintain a copy of all files on a backup disk. Loss of an assignment due to a lost or damaged disk is not an acceptable reason for a late or incomplete assignment.
- 2) Students with special needs, due to such things as physical limitations, visual impairments, hearing impairments, or learning disabilities, are encouraged to discuss required accommodations, confidentially, with the instructor.
- 3) There will be **no re-writes** in this course except in situations out of the control of the student (such as illness, urgent family matters, etc.) in which a re-write may be issued at the discretion of the instructor.
- 4) Assignments received after the due date are subject to a grade of zero except in situations as specified in #3 above.

INTRODUCTION TO MICROCOMPUTERS

EDP122

MODULE 1:

This module gives a brief overview of microcomputers and orientates the student to the microcomputer environment at Sault College.

Objectives:

At the completion of this module, the student should be able to:

- 1) describe the characteristics of a computer and outline its functions
- 2) distinguish between data and information
- 3) distinguish between system software and application software
- 4) become familiar with and function in the microcomputer environment at Sault College
- 5) associate the microcomputer environment at Sault Collge with the concepts of LAN and WAN networks
- 6) understand the steps involved in purchasing, setting-up, and maintaining a PC
- 7) format a disk to make it useable (see DOS 8 - Dos 11)

MODULE 2:

Objectives:

At the completion of this module, the student should be able to:

Section 1: Creating and Editing a Document

- 1) Both gain access to and exit from WordPerfect
- 2) Create, name, save, retrieve, edit, and print a document
- 3) Use the reveal codes feature to locate text and codes

Section 2: Formatting Text

- 4) List the files on disk
- 5) Delete and restore text
- 6) Switch between "insert" and "typeover" modes
- 7) Underline, centre, bold, and double space text
- 8) Use reveal codes to locate and delete unwanted text and/or codes
- 9) Save a document under a new name
- 10) Use the spell check to locate and correct spelling mistakes

Section 3: Moving, Searching, and Replacing Text

- 11) Move text to new locations within a document
- 12) apply the concept of "indentation" in a document
- 13) Use the "search" and "replace" functions to effect global changes in a document
- 14) Quit WordPerfect and save a document while doing so

Section 4: Formatting a Document

- 15) Add page numbers to a document
- 16) Change margins
- 17) Use both the default and custom tabs
- 18) Create and edit headers and footers
- 19) Incorporate footnotes
- 20) Use the View Document feature to visualize a document before printing

MODULE 3: Disk Operating System Using DOS 5.0

Objectives:

At the completion of this module, the student should be able to:

Section 1: Working with Files on Disk

- 1) Check and/or modify the following on a microcomputer system - time, date, default drive
- 2) Use file specifications for files stored on disk
- 3) Distinguish between internal and external DOS commands
- 4) Clear the screen
- 5) Copy files from one disk to another
- 6) List a disk directory and understand what is displayed
- 7) Rename files
- 8) Display the contents of a file to the screen and print what is currently displayed
- 9) Delete files from disk

Section 2: Managing and Organizing Files on Disk

- 10) Create and delete subdirectories
- 11) Change the current directory
- 12) Change the DOS prompt
- 13) Specify a path

- 14) Understand and use the wild card characters with DOS commands
- 15) Copy all files from one disk to another
- 16) Use the /P and /W options of the DIR command
- 17) Check the status of a disk
- 18) Recognize and understand common DOS error messages

MODULE 4: Spreadsheets Using Lotus 1-2-3 Version 2.2

Objectives:

At the completion of this module, the student should be able to:

Section 1: Building a Worksheet

- 1) Both gain access to and exit from Lotus 1-2-3
- 2) Identify the components of a spreadsheet
- 3) Move the cell pointer to various locations in the worksheet
- 4) Distinguish between label and value entries
- 5) Enter labels, values, and formulas into a worksheet
- 6) Save and print a worksheet
- 7) Correct errors in a worksheet
- 8) Use the VNDO command
- 9) Access and use the help facility

Section 2: Formatting and Printing a Worksheet

- 10) Retrieve a worksheet
- 11) Adjust column widths
- 12) Understand and use cell ranges
- 13) Format a worksheet
- 14) Copy entries in a range of cells to other cell locations
- 15) Use the SUM and AVG functions (see L159-L160 for AVG function)
- 16) Determine a percentage
- 17) Print a partial or entire worksheet
- 18) Print the cell-formula version of a worksheet
- 19) Display formulas in the worksheet

Section 3: Enhancing Your Worksheet

- 20) Use the NOW function to display the current date and time
- 21) Move the contents of a range of cells to other locations in a worksheet
- 22) Insert and delete rows and columns
- 23) Freeze horizontal and vertical titles
- 24) Enter percentage values
- 25) Distinguish between "relative" and "absolute" addressing

- 26) Copy "absolute" cell addresses
- 27) Use the highlighting method to sum range values
- 28) Print a worksheet in condensed mode
- 29) Print selected nonadjacent columns
- 30) Apply "what if" analysis
- 31) Use both manual and automatic recalculation
- 32) Change default settings
- 33) Temporarily exit 1-2-3 and return control to DOS

Section 4: Creating Elementary Graphs

- 34) Create pie, line, and bar graphs
- 35) Save a worksheet with the graph settings
- 36) View the current graph