SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline:	SOFTWARE APPLICATIONS PROJECT
Code No.:	ISA105
Program:	INTERMEDIATE SOFTWARE APPLICATIONS
Semester:	ONE (SUMMERS
Date:	JUNE 27. 1995
Author:	SHELLEY BOUSHEAR
Previous Outline Dated:	

APPROVED: REVISION:

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PREREQUISITE(SI: NONE

TOTAL CREDIT HOURS: 40 HOURS

I.   PHILOSOPHY/GOALS

     This course is designed to have the student create a paper
     which encompasses all the software learned during the
     program.

     This course is intended to be covered at a pace that is
     suited to and controlled by the individual learner. The
     amount of time needed to complete the identified learning
     outcomes will vary.

II. STUDENT PERFORMANCE OBJECTIVES (OUTCOMES^

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

A.   WordPerfect 5.1

O   Use Spell Check.
O   Use Full Justification.
O   Set up appropriate Page Numbering.
O   Create and use a Header and/or Footer.
O   Generate a Table of Contents.
     Choose a minimum of five of the following functions to
     include in the Applications Project:

O	Tabs	0	Labels
O	Centre Page	O	Tables
O	Copy Text	O	Paragraph Numbering
O	Standardize Text	O	Outline Numbering
O	Search and Replace	O	Newspaper Columns
O	Character	O	Parallel Columns
0	Formatting/Fonts	O	Graphics
O	Line Numbering	0	Boxes
O	Line Draw	O	Table or Text Box
0	Insert Date	O	Horizontal/Vertical Lines
O	Create an Index	O	Footnotes and/or Endnotes
0	Sort	O	Macros
0	Equations	O	Merge
0	Creating a List		

B.   <u>Quattro Pro</u>

O   Use labels, values, and formulas
O   Change column widths
O   Copy data and formulas
O   Use @SUM function
O   Use formats for numbers, currency, and percentages
O   Display the current date using the §TODAY function
O   Plan and construct graphs

Choose a minimum of five of the following functions to
include in the Applications Project:

O   Change row heights
O   Use SpeedFill
O   Combine data from more than one spreadsheet
O   Create groups of spreadsheets
O   Change the font typeface, style, and point size
O   Align cell contents
O   Centre text across columns
O   Add colour and line segments for emphasis
O   Print in portrait and landscape orientation
O   Centre printouts on the page
O   Calculate the average of a block of cells using the
      @AVG function
O   Calculate monthly loan payments using the §PAYMT
      function
O   Test certain conditions using the §IF function
O   Control displayed rounding errors using the §ROUND
      function
O   Create a line graph and a bar graph
O   Move a graph and change its size
O   Create, edit, and format graph elements and graph text
O   Add colour to a graph
O   Create a Quattro Pro database
O   Sort data in a database
O   Create and use block names
O   Query a database to find data

C.   <u>Harvard Graphics</u>

O   Choose a Presentation Style
O   Save a Presentation
O   Create a title chart
O   Print a Chart
O   Make a bullet chart slide
O   Use a free-form chart to create a title page

Choose a minimum of three of the following functions to
include in the Applications Project:

    O   Add a table chart
    O   Use a bar chart
    O   Create a line chart slide
    O   Create an area chart slide
    O   Create a high/low/close chart slide
    O   Create a scatter chart slide
    O   Create an organizational chart slide
    O   Use multiple charts
    O   Draw on a slide
    O   Change Contents of a Chart
    O   Import a symbol
    O   Use the Gallery to create slides

III. <u>TOPICS TO BE COVERED</u>

    1.   Using WordPerfect to prepare a paper.
    2.   Using Quattro Pro to add statistics/accounting data to a paper.
    3.   Using Harvard Graphics to enhance a paper using charts and graphics as well as to prepare a title page.
    4.   Using Windows to integrate the software when preparing a paper.

IV.   <u>LEARNING ACTIVITIES/REQUIRED RESOURCES</u>

1.   <u>Using WordPerfect 5.1 to Prepare a Paper</u>

    <u>Learning Activities:</u>

    Complete the text <u>A Mastery Approach to WordPerfect Version 5.1</u> by Nina Hewitt Rutkowsky.

    <u>Resources:</u>

    text Chapters 1-31.

2.   <u>Using Accounting Theory to Prepare Statistical/Accounting Portions of a Paper</u>

    <u>Learning Activities:</u>

    Complete the text <u>Century 21 Accounting</u> by Ray Schafer, Aurelio Delbello, and Miles Mumford.

    <u>Resources:</u>

    text Chapters 1-10, 13-16.

3.   Using Ouattro Pro to Prepare Statistical/Accounting Portions
     of a Paper

     Learning Activities:

     Complete the text Ouattro Pro 5.0 for Windows by David Auer,
     June Jamirch Parsons, and Dan Oja.

     Resources:

     text Chapters 1-6.

4.   Using Windows to Integrate Information for a Paper

     Learning Activities:

     Complete the text Windows for Business Series. A Guide to
     Microsoft Windows 3.1 by June Jamrich Parsons.

     Resources:

     text Chapters 1-9.

5.   Using Harvard Graphics to Enhance Graphics, Charts, and
     Prepare a Title Page for a Paper

     Learning Activities:

     Complete the text 10 Minute Guide to Harvard Graphics for
     Windows by Lisa A. Bucki.

     Resources:

     text Chapters 1-24.

V.   REQUIRED STUDENT RESOURCES

     1—3 1/2" disk

VI. METHOD OF EVALUATION

     Final Grade Reporting:

     A+   90% - 100%   Consistently Outstanding
     A   80% - 89%   Outstanding Achievement
     B   70% - 79%   Consistently Above Average
     C   60% - 69%   Satisfactory
     R   Below 60%   Repeat - objectives of this course have
          not been achieved and the course must be repeated.

Evaluation:

For the successful completion of the course, the following
must be completed:

8-10 page paper double spaced plus a title page and a table
of contents containing all of the above guidelines   100%

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

VI.   SPECIAL NOTES

Students with special needs (e.g. physical limitations,
visual impairments, hearing impairments, learning
disabilities) are encouraged to discuss required
accommodations confidentially with the teacher.

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