SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: INTRO TO MICROCOMPUTERS & APPLIC. SOFTWARE
_____

CODE NO.: EDP235   SEMESTER: TWO
_____ _____

PROGRAM: HOTEL & RESTAURANT MANAGEMENT
_____

AUTHOR: FRAN DEW
_____

DATE: JANUARY, 1992
_____

PREVIOUS OUTLINE
DATED:
_____

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            New: _____   Revision: _____

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

INTRO TO MICR.& APPLIC. SOFTWARE   EDP235
_____   _____
           COURSE NAME   COURSE CODE

Total Credit TIme: 45 Hours

Prerequisites: None

I.   **PHILOSOPHY/GOALS:**

      This course provides the student with an opportunity to develop
      an understanding of microcomputer hardware and operating system
      software. This course also provides an opportunity to introduce
      and develop practical skills in the use of one or more
      application software products.

II.   **STUDENT PERFORMANCE OBJECTIVES:**

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

      1. distinguish among the different hardware and software
          components of a computer system, and know different
          commerical and educational uses of computer systems

      2. understand the general functions of an operating system

      3. operate a word processing software package

      4. operate a spreadsheet software package

III. **TOPICS TO BE COVERED:**

      1. Introduction to Microcomputers

      2. The Operating System

      3. Word Processing using WordPerfect

      4. Spreadsheets using LOTUS 1-2-3

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IV.   LEARNING ACTIVITIES:

1.   Introduction to Microcomputers:

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

a)   describe the Data Processing Cycle and how this cycle is related to the use of computers

b)   list and describe the basic components of a microcomputer

c)   differentiate between hardware and software

d)   compare and contrast secondary storage using floppy disks and hard disks

e)   name and describe various business, personal and educational uses for microcomputers and software

2.   The Operating System:

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

a)   describe what is meant by an operating system (DOS) and its major functions

b)   differentiate between a warm and cold start and describe what is meant by "booting up" the system

c)   format a floppy disk

d)   display the disk directory of a disk on any drive using the DIR command

e)   copy files from one disk to another using the COPY and DISKCOPY commands

f)   describe and use other commands such as ERASE, TYPE, and PRINT

LEARNING ACTIVITIES   (cont'd)

3.   **Word Processing Using WordPerfect:**

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

a)   define word processing

b)   create, save, retrieve and edit a document

c)   format and print a document

d)   reformat a document, change margins, and change line spacing

e)   describe the purpose of the function key

f)   discuss the difference between block moves and block copies

g)   use the spell checker facility

h)   use other word processing functions to file and handle documents

4.   **Spreadsheets Using LOTUS 1-2-3**

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

a)   define an electronic spreadsheet and describe its uses

b)   explain cell addressing and the categories of cell contents

c)   properly enter labels, values and formulas into cells

d)   create a spreadsheet

e)   save, retrieve and print a worksheet

f)   display graphs on the screen, as well as print them out

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V.   EVALUATION METHODS:

Tests (2 @ 35%)	70%
Assignments	20%
Participation	10%
	100%

GRADING:

A+	90 and over
A	80 and over
B	66 and over
C	55 and over
R	under 55

VI.   REQUIRED STUDENT RESOURCES:

Text: Understanding and Using Application Software, by Steven
        Ross, Jonathon Bacon, Cody Copeland
        (available in the Campus Shop)

Disks: 2, 5 1/4" floppy disks (available in most stores)

VII.   SPECIAL NOTES:

Assignments received after the due date are subject to a 10%
per day penalty.

Students are advised to maintain a backup of all files on disk.
Loss of an assignment due to a lost or damaged disk is not an
acceptable reason for a late or incomplete assignment.

Students with special needs, such as physical limitations,
visual impairments, hearing impairments, or learning dis-
abilities, 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 students.