

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: INTRODUCTION TO MICROCOMPUTERS

CODE NO.: EDP122 SEMESTER: ONE/ TWO

PROGRAM: BUSINESS

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DATE: JANUARY, 1995

PREVIOUS OUTLINE DATED: SEPTEMBER, 1994

New: _____ Revision: X

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DEAN, SCHOOL OF BUSINESS &
HOSPITALITY

Jan 95
DATE

INTRODUCTION TO MICROCOMPUTERS

EDP122

COURSE NAME

COURSE CODE

Length of Course: 3 class hours 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 (MINIMUM), 3 1/2" floppy diskettes (high density, DOS).

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:

Tests:

Test #1 - Microcomputer Concepts (Module 1) and WordPerfect (Module 2, Sections 1 & 2)	20%
Test #2 - WordPerfect (Module 2, Sections 3 & 4)	20%
Test #3 - Lotus 1-2-3 (Module 4, Sections 1 through 4)	20%

SUB-TOTAL, TESTS:

60%

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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)	5%
Assignment #5	- DOS (Module 3, Section 2)	5%
Assignment #6	- Lotus 1-2-3 (Module 4, Section 3)	5%
Assignment #7	- Lotus 1-2-3 (Module 4, Section 4)	5%
SUB-TOTAL, ASSIGNMENTS:		<hr/> 35%
PARTICIPATION/ QUIZZES:		5%
TOTAL COURSE GRADE:		<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 rewrites in this course except in situations out of the control of the student (such as illness, urgent family matters, etc.) in which case a rewrite may be allowed 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.
- 5) Your instructor reserves the right to modify the course as she/he deems necessary to meet students needs.

MODULE 1: MICROCOMPUTER CONCEPTS:

This module gives a brief overview of microcomputers and orients 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 College 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: WORDPERFECT 5.1

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.

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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.
- 21) Change base font and other font attributes.
- 22) Create and edit Tables.

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.