848-2285

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE	COMPUTER APPLICATIONS
CODE NO.	EDP131
PROGRAM	BUSINESS
SEMESTER	TWO
DATE	JANUARY 1996
PREVIOUS OUTLINE	JANUARY 1995
AUTHORS	FRAN DEW, LYNN DEE EASON

NEW   REVISION X

APPROVED _____

       DEAN   DATE

Total credit time: 60 hours

Prerequisites: EDP122

I   PHILOSOPHY/GOALS:

This course will focus on advanced topics in microcomputer applications covering wordprocessing and spreadsheets. It will also introduce students to accessing and doing business on the Internet.

II   STUDENT PERFORMANCE OBJECTIVES:

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

1. Utilize advanced features in a spreadsheet program.

2. Use the Internet to "do business".

3. Utilize advanced features in a word processing package.

III   TOPICS TO BE COVERED

1.   Review of basic spreadsheet concepts
2.   Functions, formulas and absolute references
3.   Graphs and graphing
4.   Introduction to the Internet
5.   Information access tools and techniques
6.   Advertising on the WEB
7.   Review of basic word processing concepts
8.   Multiple-page documents
9.   Special word processing features
10.   Document merging and desktop publishing
11.   Word processing and spreadsheet integration

IV LEARNING OUTCOMES

1. Review of basic spreadsheet concepts

Upon successful completion of this unit, the student
will be able to :
a   discuss the uses of spreadsheeting in business settings
b   use a spreadsheet package in a basic fashion
c   plan, build, test and document a notebook
d   format and print a report

Reference: "Quattro Pro 5.0 for Windows" QP 3-144

2. Functions, formulas and absolute references

Upon successful completion of this unit, the student will be able
to :
a   use the formulas @MAX, @MIN and @AVG
b   demonstrate and discuss the use of absolute references in
     formulas

Reference: "Quattro Pro 5.0 for Windows" QP 145-186

3. Graphs and graphing

Upon successful completion of this unit, the student
will be able to :
a   plan and construct graphs
b   create and edit line and bar graphs
c   discuss effective uses of graph types

Reference: "Quattro Pro 5.0 for Windows" QP 187-230

4. Introduction to the Internet

Upon successful completion of this unit, the student
will be able to :
a   discuss the world of networked information
b   discuss and analyze the concept of the Global Village
c   analyze business uses of the Internet

Reference: Professor notes, Internet magazines

5. Internet access tools and techniques

    Upon successful completion of this unit, the student
    will be able to :
    a   use the College's internal mail system to send, reply to,
         save, forward and delete messages
    b   use Internet to send, reply to, save, forward and delete
         messages
    c   subscribe to an internal mailing list, as well as a business
         application mailing list, through listservers
    d   use GOPHER, VERONICA to access information
    e   use FTP and TELNET to retrieve information
    f   use NETSCAPE and LYNX to access and retrieve
         information available on the WWW (World Wide Web),
         otherwise called the WEB

    Reference: Professor notes, Internet sources

6. Advertising on the WEB

    Upon successful completion of this unit, the student
    will be able to :
    a   discuss the practicalities, possibilities and future of
         advertising on the WEB
    b   use HTML (hypertext markup language) to set up a WEB
         page with links and graphics

    Reference: Professor notes, Internet sources

7. Review of basic word processing concepts

    Upon successful completion of this unit, the student
    will be able to :
    a   format and edit documents
    b   use advanced features

    Reference: "Wordperfect 6.0 for Windows" WP 1-136

8.   Multiple-page documents

Upon successful completion of this unit, the student
will be able to :
a   demonstrate the use of centre top to bottom, tab setting,
     headers and footers

Reference: "Wordperfect 6.0 for Windows" WP 137-180

9.   Special word processing features

Upon successful completion of this unit, the student
will be able to :
a   use the outline feature
b   work in multiple windows
c   create footnotes

Reference: "Wordperfect 6.0 for Windows" WP 181-223

10. Document merging and desktop publishing

Upon successful completion of this unit, the student
will be able to :
a   create and merge data and form files
b   desktop-publish a document
c   import graphics

Reference: "Wordperfect 6.0 for Windows" WP 224-271

11. Word processing and spreadsheet integration

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

a   import spreadsheet documents and graphs into word
     processing documents
b   import word processing documents into spreadsheet
     documents

V EVALUATION METHODS

Tests may consist of hands-on applications, along with a combination of Multiple Choice, True/False and Short Answers.

Tests
Spreadsheeting	20%
Internet	20%
Word processing	20%

Assignments
Spreadsheeting	10%
Internet	10%
Word processing	10%

Participation	10%
Total	100%

Assignments received after the due dates are subject to a zero mark.

Grading: A+ 90 and over
A   80 and over
B   70 and over
C   55 and over
R   under 55

VI REQUIRED STUDENT RESOURCES
Texts: Wordperfect 6.0 for Windows
ISBN 1-56527-082-7
Quattro Pro 5.0 for Windows
ISBN 1-56527-162-9
available in the Campus Bookstore
Other References: Various texts and manuals in Software Support and Library, Internet sites, magazines

VII SPECIAL NOTES

Tests may contain both written and practical on-line components.

Students with special needs, such as physical limitations, visual impairments, hearing impairments, or learning disabilities, are encouraged to discuss required accommodations, confidentially, with the instructor.

Your instructor reserves the right to modify the course as is deemed necessary to meet the needs of students.

VIII PRIOR LEARNING ASSESSMENT

Currently, this course is not PLA able / challengeable.