

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: Computer Applications

Code No: EDP131

Program: Business

Semester: II

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Date: 1998 0101

Previous Dated
Outline: 1997 01 01

NEW: REVISION: X

APPROVED: Joseph C. Powell 98 01 05
DEAN DATE

TOTAL CREDITS: 3
PREREQUISITES: NONE
LENGTH OF COURSE: 3 HOURS PER WEEK FOR 17 WEEKS
TOTAL CREDIT HOURS: 51

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I. COURSE DESCRIPTION

This course commences with a hands-on approach to the operating system, Windows 95. The students will learn the basics in file-management and continue with explorer and my computer functions. The course continues with a focus on the student learning a spreadsheet package, Excel 5. Students will learn simple spreadsheet functions starting with editing, using built-in functions, printing reports, moving to advanced functions such as creating and using charts and graphs, setting up databases, and utilizing macros.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

(Generic Skills Learning Outcomes placement on the course outline will be determined and communicated at a later date.)

A. Learning Outcomes:

1. Utilize the operating system Windows 95 to manage files.
2. Work with Windows Explorer and My Computer Programs.
3. Create documents with Windows Paint.
4. Complete spreadsheet basics and build a worksheet.
5. Format and use functions to complete a worksheet.
6. Manage workbooks and print worksheets.
7. Chart and print graphs.
8. Manage database functions.
9. Use macros to automate repetitive tasks.

B. Learning Outcomes and Elements of the Performance:

1. Utilize the operating system Windows 95 to manage files.
 - understand the Windows 95 Desktop
 - start applications
 - use the mouse
 - use the keyboard
 - use the menu bar

- save a document
 - close applications
 - use dialogue boxes
 - control window sizes
 - use the taskbar
 - use the help system
2. Work with Windows Explorer and My Computer Programs.
- edit text
 - copy and move text
 - view and save data on the clipboard
 - work with Windows Explorer
 - control the display of the Explorer Windows
 - select files and folders
 - find files
 - use the My Computer Program
 - manage file folders
 - manage floppy disks
3. Create documents with Windows Paint.
- start Windows Paint
 - use the toolbox, linesize area, and colour box
 - save a drawing
 - use the painting tools
 - add text to a drawing
 - edit a drawing
 - print a drawing

These learning outcomes will constitute 30% of the course's grade.

4. Complete spreadsheet basics and build a worksheet.
- start Excel, use toolbar tools, move around worksheet
 - enter, edit text, numbers, and formulas
 - name and save worksheet and workbook
 - print a worksheet
 - open and close a file
 - exit Excel
 - start a new workbook, work with ranges, and move cell contents
 - copy cell contents, clear, delete and insert cells
 - insert and delete columns and rows
 - change column width and row height

5. Format and use functions to complete a worksheet.
 - move between the worksheets in a workbook
 - use Excel's on-line help and tutorials
 - apply formats to numbers
 - change fonts
 - align cell contents format cells with borders and colour
 - check spelling in the worksheet
 - view the list of functions available in Excel
 - enter functions in a worksheet
 - use the autosum tool
 - use the function wizard
 - recognize the types of functions

These learning outcomes will constitute 30% of the course's grade.

6. Manage workbooks and print worksheets.
 - rename, move, insert, delete, and copy
 - use the zoom command
 - set up the page, add headers and footers
 - use print preview
 - use page breaks
 - print worksheets
7. Chart and print graphs.
 - understand the most commonly used chart types
 - create separate and embedded charts
 - move and size an embedded chart in a worksheet
 - create different types of charts
 - enhance, format, and print charts
8. Manage database functions.
 - understand what a database is
 - build a database
 - view database records using the data form
 - add new and delete database records
 - sort records
 - use data form to search for records
 - find records in a database by using autofilter

9. Use macros to automate repetitive tasks.
 - create a macro by using the macro reader
 - run a macro
 - create a button to run your macro
 - delete a macro from a workbook

These learning outcomes will constitute 30% of the course's grade.

III. TOPICS

1. Getting Started
2. Operating Windows 95
3. Editing, Copying, and Moving in Windows
4. Working with the Windows Explorer and My Computer Programs
5. Managing Files, Folders, and Floppy Disks
6. Using Windows Paint
7. Excel Workbook and Worksheet Basics
8. Building a Worksheet
9. Formatting Worksheets
10. Using Functions
11. Managing Workbooks and Printing Worksheets
12. Charting Data
13. Managing Data
14. Using Excel Macros to Automate Repetitive Tasks
15. Linking Worksheets and Creating Summary Reports

IV. **REQUIRED RESOURCES/TEXTS/MATERIALS:**

SmartStart Windows 95, Michele Reader, Prentice Hall, Canada

SmartStart Excel 5, Ralph Duffy, Prentice Hall, Canada

V. **EVALUATION PROCESS/GRADING SYSTEM**

Tests

Achievement of course learning outcomes will be measured by mandatory testing after completion of each section of the course.

If a student is not able to write a test or submit an assignment because of illness or a legitimate emergency, that student must contact the professor **prior to the test or deadline** and provide an explanation which is acceptable to the professor (medical certificate or other appropriate proof may be required.) In cases where the student has contacted the teacher and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is a "C." In cases where the student has not contacted the teacher, the student will receive a mark of "0" on that test.

SUMMARY OF MARKING SCHEME

Windows Assignment Tutorials	10%
Test #1	20%
Excel Assignment/Tutorials	30%
Test #2	20%
Test #3	20%

METHOD OF ASSESSMENT (GRADING METHOD)

Students will be assessed on the basis of their assignments, tutorials and tests. The following letter grades will be assigned in accordance with the School of Business and Hospitality policies:

A+	Consistently outstanding	90%-100%
A	Outstanding achievement	80%- 89%
B	Consistently above average achievement	70%- 79%
C	Satisfactory of acceptable achievement	60%- 69%
R	Repeat - The student has not achieved the objectives of the course and the course must be repeated (below 60%)	
CR	Credit exemption	
X	A temporary grade, limited to situation with extenuating circumstances, giving a	

student additional time to complete course requirements.

NOTE: Students may be assigned an "R" grade early in the course for unsatisfactory performance.

VI. SPECIAL NOTES

Special Needs

If you are a student with special needs (eg. Physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with the professor and/or contact the Special Needs Office, Room E1204, Ext. 493, 717, or 491 so that support services can be arranged for you.

Academic Dishonesty

Students should refer to the definition of “academic dishonesty” in the “Statement of Student Rights and Responsibilities.” Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.

Advanced Standing

Students who have completed an equivalent post-secondary course should bring relevant documents to their Coordinator.

Retention of Course Outlines

It is the responsibility of the student to retain all course outlines for possible future use in gaining advanced standing at other post-secondary institutions.

Substitute course information is available at the Registrar’s Office.

Modification

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