SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: Microcomputer Applications I

CODE NO: ENT 105   SEMESTER: One

PROGRAM: Entrepreneurship Certificate Program

INSTRUCTOR: Dorothy MacNeill

DATE: October 1993   PREVIOUS OUTLINE DATED: October 1992

APPROVED: _____   _____
               Dean   Date

COURSE NAME: Microcomputer Applications I   CODE NO.:   ENT 105

TOTAL CREDIT HOURS: 36

PREREQUISITE(S): None

I.   PHILOSOPHY/GOALS:

This course is an introduction to microcomputer literacy and hands-on use of business computer applications including WordPerfect and Lotus 1-2-3. In addition, there will be exposure to basic operating system (DOS) commands. Literacy topics include hardware devices, software alternatives and the purchasing and maintaining of microcomputer systems.

II.   STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course the student will:

1.   Describe how a microcomputer is configured in a stand alone as well as in a network environment.

2.   Contrast the advantages of alternative media for storing information and software in microcomputer systems.

3.   Identify the options and the process for acquiring and maintaining microcomputer systems.

4.   Use WORDPERFECT to create, format, store, retrieve and print documents.

5.   Manage the operation of a microcomputer using the most common operating system (DOS) commands.

6.   Use Lotus 1-2-3 to create, format, store, retrieve and print spreadsheets.

III.   TOPICS TO BE COVERED:

1.   Microcomputer Literacy (6 hours)
2.   WordPerfect (12 hours)
3.   DOS Concepts (8 hours)
4.   Lotus 1-2-3 (10 hours)

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IV. EVALUATION METHODS: (INCLUDES ASSIGNMENTS, ATTENDANCE REQUIREMENTS, ETC.)

1.	One mid-term test	30%
2.	One final test	30%
3.	Assignments	40%
		100%

Grading:

The following semester-end grades will be assigned to students in post-secondary courses:

Grade		Definition
A+	90 - 100%	Consistently outstanding
A	80 - 89%	Outstanding achievement
B	70 - 79%	Consistently above average achievement
C	60 - 69%	Satisfactory or acceptable achievement
R	less than 59%	The student has not achieved objectives of course and must repeat the course

V. REQUIRED STUDENT RESOURCE

Maran Graphics (4 books)
Richard Maran and Eric Feistmantl
Prentice Hall

Supplies

Two 5 1/4" Double Sided/Double Density Diskettes (Available at Campus Shop)

VI. SPECIAL NOTES

1. This is a hands-on course with minimal lecture time. Assignments will be completed during lab time and tests may include both written and practical computer work.

2. Students are advised to maintain a backup of all files on diskette. Loss of output due to a lost or damaged diskette will not be acceptable for a late or incomplete assignment.

3. All assignments must be completed in order to meet course requirements.

4. Assignments handed in past the due date will be subject to a late penalty.