SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: Microcomputer Applications II

CODE NO: ENT 115   SEMESTER: Two

PROGRAM: Entrepreneurship Certificate Program

INSTRUCTOR: Dorothy MacNeill

DATE: January 1993   PREVIOUS OUTLINE DATED:

APPROVED: _____   _____
              Dean   Date

COURSE NAME: Microcomputer Applications II   CODE NO.:   ENT 115

TOTAL CREDIT HOURS: 36

PREREQUISITE(S): ENT 105

I.   PHILOSOPHY/GOALS:

This course is designed to reinforce and enhance basic skills in word processing and spreadsheet applications. Advanced topics will be introduced in both WORDPERFECT and LOTUS 1-2-3 with a focus on solving business problems. Other topics will include DOS commands and database applications.

II.   STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course the student will:

1.   Utilize WordPerfect and Lotus 1-2-3 to design practical applications suitable for a small business environment.

2.   Use the Disk Operating System (DOS) to manage files.

3.   Identify the components of a database and design basic database structures.

III.   TOPICS TO BE COVERED:

1.   Advanced WORDPERFECT
2.   DOS Concepts and Commands
3.   Advanced LOTUS 1-2-3
4.   Database Design

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

1.	3 Tests @ 25%	75%
2.	Assignments	25%
		100%

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

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	55 - 69%	Satisfactory or acceptable achievement
R	less than 55%	The student has not achieved objectives of course and must repeat the course

V. REQUIRED STUDENT RESOURCE

Understanding and Using Application Software
1991
West Publishing Company

Advanced WordPerfect 5.1 Notes

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.

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