SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: INTRO TO MICROCOMPUTERS & APPLICATION SOFTWARE

Code No.: EDP 109

Program: GENERAL ARTS AND SCIENCE

Semester: ONE

Date: SEPTEMBER, 1989

Author: DENNIS OCHOSKI

New: _____   Revision: __X_____

APPROVED: _____   _____
              Chairperson   Date Sept '89

INTRO TO MICROCOMPUTERS &
APPLICATION SOFTWARE   EDP 109
_____   _____
          Course Name   **Course Code**

TIME: 3 Hours per week

AIMS AND OBJECTIVES:

1. To provide an opportunity to develop an understanding of micro
    computer hardware and operating system software.

2. To provide an opportunity to introduce an develop practical
    skills in the use of one or more application software products.

TEXTS: "Word Perfect" by Pav Pottekat
              "Lotus 1-2-3" by Pav Pottekat

STUDENT EVALUATION:

        Tests (3 @ 25%)   75%
        Assignments   20%
        Participation   5%
                                _____
                                100%

GRADING:

        A+   90-100%
        A   80- 89%
        B   66- 79%
        C   55- 65%
        R   0- 54%

WARNING: 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 incompleted assignment.

NOTES:

1. Tests may include both written and practical on-line material.

2. Assignments received after due date are subject to 10% per day penalty.

3. All assignments must be completed satisfactorily by the date of the final test in order to fully meet the requirements of the course. Failure to do so may result in an "R" grade.

4. There will be **no** rewrites in this course.

MODULE 1: Introduction to Microcomputers

OBJECTIVES: When this module is complete, the student should be able to:

1. Describe the Data Processing Cycle and how this cycle is related to the use of computers.

2. List and describe the basic components of a microcomputer.

3. Differentiate between hardware and software.

4. Compare and contrast secondary storage using floppy disks and hard disks.

5. Name and describe various business, personal, and educational uses for microcomputers and software.

MODULE 2: The Operating System

OBJECTIVES: When this module is completed, the student should be able to:

1. Describe what is meant by an operating system (DOS) and its major functions.

2. Differentiate between a warm and cold start and describe what is meant by "booting up" the system.

3. Format a floppy diskette.

4. Display the disk directory of a disk on any drive using the DIR command.

MODULE 2: (cont'd)

5. Copy a file(s) from one diskette to another using the COPY and DISKCOPY commands.

6. Describe and use other commands such as ERASE, TYPE, and PRINT.

MODULE 3: Word Processing using Word Perfect

OBJECTIVES: When this module is completed, the student should be able to:

1. Define word processing.

2. Create, save, retrieve, and edit a document.

3. Format and print a document.

4. Reformat a document, change margins, and change line spacing.

5. Describe the purpose of the function keys.

6. Discuss the difference between block moves and block copies.

7. Use the spelling checker facility.

8. Use other word processing functions to the file and handle documents.

MODULE 4: Spreadsheets using Lotus 1-2-3

OBJECTIVES: When this module is completed, the student should be able to:

1. Define an electronic spreadsheet and describe its uses.

2. Explain cell addressing and the categories of cell contents.

3. Properly enter labels, values, and formulas into cells.

4. Create a spreadsheet.

5. Save, retrieve, and print a worksheet.