

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

INTRO TO MICROCOMPUTERS & APPLICATION SOFTWARE

COURSE TITLE:

EDP104

CODE NO:

GENERAL ARTS AND SCIENCE

PROGRAM:

ONE

SEMESTER:

SHAWNA DE PLONTY

AUTHOR:

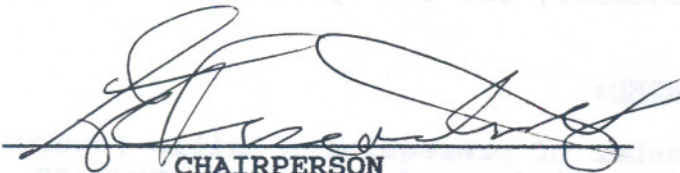
AUGUST 1993

DATE:

**PREVIOUS OUTLINE
DATED:**

JANUARY 1992

APPROVED



CHAIRPERSON

NEW

REVISION X

August 19/93
DATE

MICROCOMPUTER APPLICATION SOFTWARE
COURSE NAME

EDP
COURSE CODE

TOTAL CREDIT HOURS: 45

PREREQUISITE: EDP109 - Intro to Microcomputers and
Application Software

I. PHILOSOPHY/GOALS:

This course provides the student with an opportunity to develop a deeper understanding of the concepts introduced in EDP109. Students will reinforce existing skills and develop additional skills in utilizing operating system and application software. Utilizing spreadsheet software to solve practical problems will be emphasized.

II. STUDENT PERFORMANCE OBJECTIVES:

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

1. explain computer terminology used in developing trends of microcomputers and application software products.
2. demonstrate the use of operating system commands to organize, copy, move, and erase files on disks.
3. operate a word processing package at a skilled level including the use of major features such as mail merge and graphic functions.
4. operate a spreadsheet package at a skilled level including the use of major features such as graphs and database functions.
5. solve practical problems utilizing the operating system, the word processor, and the spreadsheet software.

III. TOPICS TO BE COVERED:

1. Review/Refresher of prerequisite skills (exercises)
2. Computers simplified-trends in microcomputing
3. Operating System Skills (exercises)
4. Advanced word processing features (exercises)
5. Advanced spreadsheet features (exercises)
6. Practical problem solving using microcomputers

IV. LEARNING ACTIVITIES:

Each topic will consist of one or more "tutorials" which will serve to introduce students to new features. Students will be guided through these "tutorials" and will be expected to complete one or more assignments utilizing the new features. On a test, students will be expected to be able to use all features covered and to be able to answer questions concerning them.

V. EVALUATION METHODS:

Tests (3 @ 20%) 60%
Assignments 40%

Grade/Numerical Equivalents:

A+	90-100%	-	Consistently Outstanding
A	80-90	-	Outstanding Achievement
B	70-79%	-	Consistently Above Average Achievement
C	60-69%	-	Satisfactory or Acceptable Achievement
R	Below 60%	-	Repeat - Objectives of the course have not been achieved and the course must be repeated

VI. STUDENT RESOURCES:

Text: Computers Simplified, WordPerfect for DOS, Lotus 1-2-3 for DOS, MS-DOS 5.0, by MaranGraphics

Disks: Several 5 1/4" floppy disks (double-sided, double-density soft-sectored)
 (capacity 360 K bytes)

VII. SPECIAL NOTES

Students are expected to attend class regularly, participate in class discussion and keep up-to-date on all class activities.

Late assignments are subject to a grade of zero unless the student has prior permission to hand it in at a later time.

MICROCOMPUTER APPLICATION SOFTWARE

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Tests must be written at the assigned time and date. Students will receive a mark of zero if they miss a scheduled test, unless a pre-arranged time has been agreed to between the instructor and the student.

Students are advised to maintain a backup of all files on disk. Loss of an assignment due to a lost or damaged disk is not an acceptable excuse to be late with an assignment.

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.

The instructor reserves the right to modify the course as she deems necessary to meet the needs of students.

WARNING: Academic dishonesty will result in a grade of zero (0) on the assignment or test for all parties.