SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY
SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: __MICROCOMPUTER APPLICATION SOFTWARE__

CODE NO.: __EDP104__   SEMESTER: __F, W__

PROGRAM: __G.A.S.— LIBERAL STUDIES__

AUTHOR: __STAN PRATT__

DATE: __SEPT 95__   PREVIOUS OUTLINE DATED: __DEC 94__

APPROVED: _____   __95 C8 23__
                    DEAN   DATE
          SCHOOL OF BUSINESS &
             HOSPITALITY

<u>MICROCOMPUTER APPLICATION SOFTWARE</u>   <u>EDP 104</u>
    COURSE NAME   CODE NO.

TOTAL CREDITS   <u>45</u>

PREREQUISITE(S): 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:

A1.   Create, edit, save, and print multi-page documents including the use of:
Headers, Footers, Page numbering, Page breaks, Text enhancements, Tabs,
Indents, Fonts to change size and appearance.

A2.   Merge documents to send out multiple copies of one document (including
envelopes and labels) to many people.

A3.   Create and use Macros to save time wasted by repetitive keystrokes.

A4.   Create professional business documents by using: Mathematical features,
Columns, Tables, Outlines, Equations, and Graphics.

A5.   Sort information in documents whether the information is found in Lines,
Paragraphs or as part of a secondary Merge document.

B1.   Create, edit, save and print spreadsheets that include: formatting for
currency, various column widths, simple and complex formulas.

B2.   Create easy-to-read graphs and pie charts to go along with any
spreadsheet.

B3.   Sort and/or extract information in a spreadsheet based on various given
criteria.

B4.   Print graphs and spreadsheets as part of a document created in
WordPerfect.

C1.   Name files and directories.

C2.   Use DOS commands for: date, format, dir, check disk, delete, copy, and
rename.

C3.   Create, use, and remove directories and subdirectories.

III. TOPICS TO BE COVERED: Approximate Time

A1.	WordPerfect	enhancements	6 hours
A2		merging, envelopes, labels	3 hours
A3		macros	3 hours
A4		columns, tables, graphics	6 hours
A5		sort methods	3 hours
B1	Spreadsheet	create, edit, format, formulae	3 hours
B2		graphs	6 hours
B3		sort and extract	6 hours
B4		print in document	3 hours
C1	DOS	files and directories	1 hour
C2		commands	3 hours
C3		directories, subdirectories	2 hours

IV. LEARNING ACTIVITIES:

The course will be comprised of a series of practical applications done via exercises on the computer. When new topics are introduced, there will be a brief lecture and a sample done as a group.

V. REQUIRED RESOURCES:

2 (minimum ... more suggested) 3½" diskettes, HD, IBM/DOS compatible

Text: Microcomputer Applications Kit, by Shelley and Cashman — Includes
   the following modules:
   1) Introduction to Computers
   2) Introduction to DOS
   3) Word Processing Using WordPerfect 5.1
   4) Spreadsheets Using Lotus 1-2-3 Release 2.2

VI. EVALUATION METHODS:

All student exercises are to be handed in and checked by the professor. This should help the student know what is expected on assignments.

There will be 3 assignments in WordPerfect and 3 in Lotus. Each assignment will be given a mark out of 10 and will combine for 40% of the final mark.

There will be 3 tests each worth 20% of the final mark. The tests will be at the completion of each segment: WordPerfect, Lotus and DOS.

The dates of progress tests will be announced at least one week in advance. If a student is unable to write a test because of illness or legitimate

VI. EVALUATION METHODS (continued):

emergency, that student must contact the professor BEFORE the test and provide an acceptable (to the professor) explanation. If the student fails to contact the professor in advance, a zero grade will be given. There are no rewrites or supplemental tests provided.

The grading both of individual tests and the overall grade will be based on the following scale:

  A+ 90 – 100%
  A 80 – 89%
  B 70 – 79%
  C 60 – 69%

  R BELOW 60%, Repeat — objectives of course not met

VII. SPECIAL NOTES:

Students with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the professor.

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