SAULT COLLEGE of ARTS and TECHNOLOGY
SAULT STE MARIE, ONTARIO

COURSE OUTLINE

Course Title: <u>MICROCOMPUTER APPLICATION SOFTWARE</u>

Code: <u>EDP104</u>

Program: <u>GENERAL ARTS & SCIENCE</u>

Semester: <u>2/3</u>

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Date: <u>SEPT 1996</u>

Previous Outline Dated: <u>JAN 1995</u>

Approved: _____ <u>96 08 21</u>
            DEAN   **DATE**

Credits: <u>3</u>

Prerequisite: <u>EDP122</u>

Length of Course: <u>3 HOURS/ WEEK FOR 16 WEEKS</u>

Total Credit Hours: 48

I. DESCRIPTION/PHILOSOPHY

The course gives the student an opportunity to develop a deeper understanding of the concepts introduced in EDP122. Students will reinforce existing skills and develop additional skills in using operating system and application software.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE

A   Learning Outcomes

1.   Create, edit, save and print spreadsheets

2.   Create easy-to-read graphs and pie charts to coordinate with any spreadsheet

3.   Sort, extract and print information from a database.

4.   Create, edit, save, and print multi-page documents

5.   Use special features in WordPerfect to simplify work and enhance presentations

6.   Merge documents, envelops, labels to send multiple personalized copies to many people

7.   Import and export documents between word processors and spreadsheets

8.   Show by means of regular attendance, punctuality, respect for fellow students and equipment, a willingness to assume the responsibility of employment.

B.   Learning Outcomes and Elements of the Performance

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

Outcome 1:   Create, edit, save and print spreadsheets

Elements of the performance

.   use functions to calculate the sum, average, maximum, minimum for a selected range of numbers; use functions to enter dates; use functions to calculate monthly payments

employ relative, mixed and absolute forms of cell addressing to complete selected spreadsheets.

manipulate the spreadsheet and use "what-if" analysis to make decisions

This learning outcome will constitute 14% of the course's grade

OUTCOME 2.   Create easy-to-read graphs and pie charts to coordinate with any spreadsheet

Elements of the performance

Produce pie, single line, multi-line, bar, XY graphs and combinations of them to enhance the information available in selected spreadsheets

Edit and format graphs elements and graph text to create informative and attractive data presentations

This learning outcome will constitute 14% of the course's grade.

OUTCOME 3.   Sort, extract and print information from a database.

Elements of the performance

Sort data in a database to make information easy to use

Query a database to allow quick access to the information contained in the database

Extract records from a database for analysis or printing

This learning outcome will constitute 14% of the course's grade.

OUTCOME 4.   Create, edit, save, and printout multi-page documents

Elements of the performance

. Change line spacing, modify margins, change tab settings, number pages, create headers/footers to enhance the appearance of presentation reports

. Design and use styles to simplify and speed up future work

. Create and format tables to prepare for information that is best presented in tabular form

This learning outcome will constitute 14% of the course's grade.

OUTCOME 5. Use special features in WordPerfect to simplify work and enhance presentations

Elements of the performance

. create an outline to make paragraph numbering automatic

. switch between two or more documents to organize information between several documents

. record and play macros to simplify repetitive work

. create footnotes for documentation

This learning outcome will constitute 14% of the course's grade.

OUTCOME 6. Merge documents, envelops, labels to send multiple personalized copies to many people

Elements of the performance:

. create data files and form files in preparation for merging

. merge files to create form letters and labels

This learning outcome will constitute 14% of the course's grade.

OUTCOME 7.   Import and export documents between word processors and spreadsheets

Elements of the performance

.   Move text and graphics from WordPerfect to Quattro Pro and vica-versa to coordinate document presentations

This learning outcome will constitute 6% of the course's grade.

OUTCOME 8.   Show by means of regular attendance, punctuality, respect for fellow students and equipment, a willingness to assume the responsibility of employment.

Elements of the performance

.   be present for all scheduled classes
.   be present in the lab or classroom within 5 minutes of the scheduled starting time
.   be present for the taking of attendance
.   provide a satisfactory reason for leaving the class early
.   provide a reasonable excuse to the professor for being absent from the class
.   provide a written statement to the professor explaining the reason(s) for being absent on assignment due dates or the date of a scheduled class test.
.   demonstrate behaviour that does not interfere with or obstruct the overall learning environment.
.   actively participate in all course assignments and projects.
.   operate any lab/classroom equipment according to guidelines prescribed by the college and/or professor

This learning outcome will constitute 10% of the course's grade.

III   TOPICS TO BE COVERED

1.   Spreadsheet planning, building, testing

2. Spreadsheet functions, formulas, relative, mixed and absolute references

3.   Spreadsheet report formatting and printing

4.   Spreadsheet graphs and graph slide presentations

5.   Word processing multiple document creation

6.   Word processing advanced formatting and editing

7.   Mail-merging of multiple documents

8.   Word Processing and spreadsheet software integration

IV   REQUIRED RESOURCES/TEXTS/MATERIALS

TEXT: Quattro Pro 6 for Windows
        Auer/Parsons/Oja
        Course Technology Inc
        ISBN: 07600 -3280-7

        WordPerfect 6.1 for Windows
        Zimmerman/Zimmerman
        Course Technology Inc
        ISBN: 0-77600-3485-0

2 - 3.5 HD blank computer diskettes

VI   EVALUATION PROCESS/GRADING SYSTEM

Major assignments and testing

TESTS (40%)
Students will be evaluated on a maximum of two tests that may include written and hands-on computer work..20% each x 2 = 40%
The first test will be on spreadsheets, the second test will be on word processors, but it may also include the transfer of information to and from a spreadsheet.

ASSIGNMENTS (50%)

Students will also submit assignments valued at 25% each group x 2 = 50%.   One group of assignments is on spreadsheets, the second group of assignments is mainly word processing, but also may include transfer of data between word processing document and a spreadsheet. These assignments may be subject to revision and resubmission

OUTCOME 8 (10%)

A mark of 10% is given for completion of Outcome 8. Students with computers at home must realize attendance is being taken, and an agreement of class participation must be worked out with the instructor, at the beginning of the term

TIME FRAME

The course involves three periods per week for the entire semester. One hour of classroom time is unsupervised and should be used to complete assignments. Students are expected to attend class and participate in class activities.

METHOD OF ASSESSMENT(GRADING SYSTEM)

Students will be assessed on the basis of their tests, assignments, and participation mark. The following letter grades will be assigned in accordance with Business Department guidelines.

A+	Consistently outstanding	(90%-100%)
An	Outstanding achievement	(80%-89%)
B	Consistently above average	(70%-79%)
C	Satisfactory or acceptable achievement	(60%-69%)
R	Repeat--the student has not achieved the objectives of the course and the course must be repeated	(less than 60%)
X	A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements	

VIII   SPECIAL NOTES

Special needs

Students with special needs(eg. physical limitations, visual impairment, hearing impairments, learning disabilities) are encouraged to discuss accommodations confidentially with instructor and/or contact the Special Needs Office so that support services can be arranged.

Plagiarism

Students should refer to the definition of "academic honesty" in the "Statement of

Student Rights and Responsibilities"

Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.

To protect students from inadvertent plagiarism, to protect the copyright of the material referenced and to credit the author of the material, it is the policy of the department to employ a documentation form for referencing resource material

Advanced Standing

Students who have completed an equivalent post-secondary course should bring relevant documents to the Coordinator, Business Department

Retention of Course Outlines

It is the responsibility of the student to retain all course outlines for possible future use in gaining advanced standing at other post-secondary institutions

Substitute course information is available at the registrar's office

YOUR INSTRUCTOR RESERVES THE RIGHT TO MODIFY THE COURSE AS HE OR SHE DEEMS NECESSARY TO MEET THE NEEDS OF THE STUDENTS.