

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

COURSE OUTLINE

COURSE TITLE: INTRO TO MICROCOMPUTERS AND APPLICATION SOFTWARE

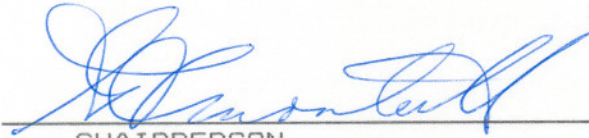
CODE NO. EDP109

PROGRAM GENERAL ARTS AND SCIENCE

SEMESTER TWO

DATE JANUARY, 1991

AUTHOR FRAN DEW

APPROVED  NEW  REVISION  X  
CHAIRPERSON 90-12-19  
DATE

Intro to Microcomputers and Application Software  
COURSE NAME

EDP109  
CODE NO.

Total credit time: 45 hours

Prerequisites: None

#### **I PHILOSOPHY/GOALS:**

This course provides the student with an opportunity to develop an understanding of micro computer hardware and operating system software. This course also provides an opportunity to introduce and develop practical skills in the use of one or more application software products.

#### **II STUDENT PERFORMANCE OBJECTIVES:**

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

1. distinguish among the different hardware and software components of a computer system, and know different commercial and educational uses of computer systems
2. understand the general functions of an operating system
3. operate a word processing software package
4. operate a spreadsheet software package

#### **III TOPICS TO BE COVERED**

1. Introduction to Microcomputers
2. The Operating System
3. Word Processing using WordPerfect
4. Spreadsheets using LOTUS123

#### **IV LEARNING ACTIVITIES**

1. Introduction to Microcomputers

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

- a. describe the Data Processing Cycle and how this cycle is related to the use of computers
- b. list and describe the basic components of a microcomputer
- c. differentiate between hardware and software

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- d. compare and contrast secondary storage using floppy disks and hard disks
- e. name and describe various business, personal and educational uses for microcomputers and software

2. The Operating System

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

- a. describe what is meant by an operating system (DOS) and its major functions
- b. differentiate between a warm and cold start and describe what is meant by "booting up" the system
- c. format a floppy disk
- d. display the disk directory of a disk on any drive using the DIR command
- e. copy files from one disk the another using the COPY and DISKCOPY commands
- f. describe and use other commands such as ERASE, TYPE, and PRINT

3. Word Processing using WordPerfect

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

- a. define word processing
- b. create, save, retrieve and edit a document
- c. format and print a document
- d. reformat a document, change margins, and change line spacing
- e. describe the purpose of the function keys
- f. discuss the difference between block moves and block copies
- g. use the spell checker facility

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- h. use other word processing functions to file and handle documents

4. Spreadsheets using LOTUS123

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

- a. define an electronic spreadsheet and describe its uses
- b. explain cell addressing and the categories of cell contents
- c. properly enter labels, values and formulas into cells
- d. create a spreadsheet
- e. save, retrieve and print a worksheet

**V EVALUATION METHODS**

Tests (2 @ 35%)	70%
Assignments	20%
Participation	10%
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	100%

Grading:	A+	90 and over
	A	80 and over
	B	66 and over
	C	55 and over
	R	under 55

**VI REQUIRED STUDENT RESOURCES**

Texts: "WordPerfect Version 5.1"  
 and  
 "LOTUS123 version 2.2 with Allways"  
 by Software Support, Sault College  
 available in the Campus Shop

Disks: 2 5-1/4" floppy disks  
 available in most stores

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## VII SPECIAL NOTES

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

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 reason for a late or incomplete 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.

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