SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

# COURSE OUTLINE

Course Title: MICROCOMPUTER SYSTEMS

Course No.: CET202-5

Program: COMPUTER TECHNOLOGY

Semester: THREE

Date: AUGUST,1986

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New:____ Revision: X

APPROVED: L P Drozitto
Chairperson

Date

# CET202

# MICROCOMPUTER SYSTEMS

## GENERAL OBJECTIVES

The objectives of this course are to make the student knowledgeable about the present capabilities of microcomputer system applications software. This will be accomplished through an in-depth study of a variety of applications for the IBM-PC including DBASE III, LOTUS 123 and EASYWRITER II. Practical exercises will be completed which apply programs to a variety of typical computing problems. In addition, other applications of microcomputers will be studied where time and availability permit.

## TEXTBOOKS:

1. "Using DBASE III" by Edward Jones

2. "LOTUS 123 Simplified for the IBM Personal Computer" by Don Cassel

## ASSESSMENT:

| | |
|---|---|
| 3 Theory Tests | 30% |
| Online practical tests | 15% |
| Assignments | 40% |
| Seminar (Oral & written) | 15% |

Some modifications to the above percentages may be necessary, but they can serve as a guide to their relative weights.

# CET202

## SPECIFIC OBJECTIVES

*NOTE: These objectives will be expanded and become more detailed as the semester progresses. They will be re-issued in a revised form before any tests occur.

### BLOCK I INTRODUCTION TO DOS AND THE IBM-PC

1. An overview of the IBM-PC hardware components.
2. An introduction to DOS commands and their application.

### BLOCK II DBASE III DATABASE MANAGER

1. Intoduction to database management concepts.
2. Database design.
3. Creating a database using DBASE III.
4. Sorting and indexing.
5. Creating Reports
6. DBASE III programming through the use of command files.
7. File management
8. Creating and refining screen displays.

### BLOCK III LOTUS 123

1. Creating a worksheet with LOTUS 123.
2. Commands and menus.
3. Graphing with LOTUS 123.
4. Macros.
5. Applications of LOTUS 123.

### BLOCK 1V EASYWRITER II WORDPROCESSING SOFTWARE

1. The use of Easywriter II in the creation and editing of documents will be studied in depth.
2. A report will be generated on a subject in the computer field which illustrates many of the features of Easywriter.

### BLOCK V OTHER APPLICATIONS SOFTWARE

An investigation of Smarterm 125 communications and Terminal emulation software as well as Graphics on the IBM-PC will be done if posssible.

## GRADING SCHEME

## COURSE: CET202

### 1. TESTS

Written tests will be conducted as deemed necessary, generally at the end of one or two blocks of work. They will usually be announced about one week in advance. Quizzes may be conducted without advance warning.

### 2. GRADING SCHEME

| | | |
|---|---|---|
| A | 80 - 100 % | OUTSTANDING ACHIEVEMENT |
| B | 66 - 79 % | AVERAGE ACHIEVEMENT |
| C | 55 - 65 % | SATISFACTORY ACHIEVEMENT |
| I | | INCOMPLETE - COURSE WORK NOT COMPLETE AT MID-TERM. ONLY USED AT MID-TERM. |
| R | | REPEAT |
| X | | A TEMPORARY GRADE THAT IS LIMITED TO RARE INSTANCES WHERE SPECIAL CIRCUMSTANCES HAVE PREVENTED THE STUDENT FROM COMPLETING OBJECTIVES BY THE END OF SEMESTER. AN X GRADE MUST BE AUTHORIZED BY THE CHAIRMAN. IT REVERTS TO AN R IF NOT UPGRADED IN AN AGREED-UPON TIME, LESS THAN 120 DAYS. |

### 3. UPGRADING OF INCOMPLETES

The method of upgrading is completely at the discretion of the teacher and may consist of one or more of the following options; assigned make-up work, completing or repeating of lab projects or assignments, the re-writing of tests, or the writing of a comprehensive supplemental examination.

Where a student's overall performance has been consistently unsatisfactory , an R grade may be assigned without the option of make-up work. For example, a failing grade on all tests will remove the option of any upgrading and an R grade will result.

Attendance and assignment completion will also have a bearing on whether make-up work to upgrade an X grade will be allowed.

The highest grade obtainable on re-written tests and assignments is 56%.