



## INTRODUCTION TO COMPUTER APPLICATIONS

### COURSE OBJECTIVE:

The objective of this course is to introduce the student to microcomputers and several application programs that are available. Fundamental concepts such as the MS DOS Operating System, "WORDPERFECT" word processing program, "LOTUS 1-2-3" spreadsheet program and "DBASE III PLUS" database program will be discussed in detail. Students are provided lab time in order to grasp these concepts in detail. The course will be broken down as follows:

DOS	10%
WORDPERFECT	60%
LOTUS 1-2-3	20%
DBASE III PLUS	10%

### MODULE 1: GENERAL COMPUTER CONCEPTS

1. Understand the computer system and each of its individual components.
2. Differentiate from computer software and hardware.
3. Understand how disks work and the handling of diskettes.
4. Understand the role the computer plays in the students particular career choice.

### MODULE 2: MS DOS

Students should be able to:

1. Format Diskettes
2. Create Files
3. Delete Files
4. Retrieve Files
5. Copy Files
6. Rename Files
7. Duplicate Diskettes
8. Use Internal and External DOS Commands.

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### MODULE 3: WORDPERFECT

The student should be able to:

1. Create, save and retrieve WordPerfect files.
2. Enhance text by using the: flush right, centering, underlining, bolding, superscripting, subscripting features.
3. Reveal, view and delete a code key.
4. Use the block commands to move text, copy text and delete text.
5. Set tabs, margins, line spacing and indent paragraphs.
6. Print a document, print a page, print multiple copies of a page or document, stop printing a job, cancel a print job and display print jobs.
7. Format a page using the page format menu: page numbering, centre page top to bottom, page length, top and bottom margins, suppress feature and conditional end of page.
8. Use the search feature, to search forward and backwards and replacement of words.
9. Use the Spellchecker to check the spell-check a word, a page, a document and count words.
10. Use the Thesaurus to look up synonyms for words.
11. Use the line drawing feature.
12. Generate a table of contents and an index.

### MODULE 4: LOTUS 1-2-3

The student should be able to:

1. Understand the principles involved in spreadsheets.
2. Select a lotus command from a command menu, view a spreadsheet, enter a label or formula, specify a range of cells, add data to a spreadsheet, save and exit a spreadsheet, and how to quit lotus.

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3. Load a spreadsheet, alter a spreadsheet, print and resave a spreadsheet.
4. Perform row/column calculations.
5. Use the @ functions.
6. Produce graphs using the PrintGraph utility.

### MODULE 5: DBASE III PLUS

Students should be able to:

1. Use dBase commands.
2. Create a database
3. Add, delete and change records.

### STUDENT EVALUATION

The student's final grade will be determined from the following components:

A) Tests	-	60%
Assignments	-	35%
Quizzes	-	5%
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		100%

#### B) Grading:

A+	-	90	-	100%
A	-	80	-	89%
B	-	70	-	79%
C	-	55	-	69%
R	-	0	-	54%

**NOTE:** Students are expected to attend class regularly. Late assignments are subject to a zero grade unless the student has **PRIOR** permission from the instructor. Any student who misses a test will be subject to a zero grade unless arrangements have been made with the instructor to write the test on a prearranged date and time.