

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

COURSE OUTLINE

Course Outline: MICROCOMPUTER APPLICATIONS

Code No.: EDP 228

Program: PROGRAMMER

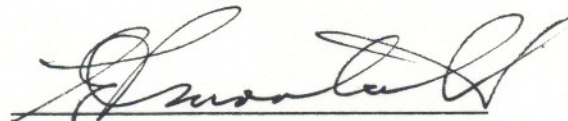
Semester: FOUR

Date: JANUARY, 1987

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APPROVED:


Chairperson

87-01-23
Date

MICROCOMPUTER APPLICATIONS

EDP 228

Course Name

Course Number

Prerequisite: EDP 219 Intro to Microcomputing

AIMS AND OBJECTIVES:

1. To focus on the major trends that have developed, and are still developing, in the use of microcomputers in a business environment.
2. To examine one or more major application products that are being widely used in business. Students will gain hands-on experience in learning the operating requirements and capabilities of these products by completing assigned projects.
3. To gain computing knowledge and skills that could be utilized directly in a business environment to develop systems or to train other users.

Text: Using dBASE III - Jones

STUDENT EVALUATION

(a) The final grade will be determined from the following components:

TESTS (2 @ 30 % or 3 @ 20 %)	-	60 %
ASSIGNMENTS	-	15 %
MAJOR PROJECT/PRESENTATION	-	20 %
QUIZZES/PARTICIPATION	-	5 %
		<hr/>
		100 %

(b) Grades will be assigned as follows:

A	-	80 - 100
B	-	70 - 79
C	-	55 - 69
R	-	0 - 54

- (c) Notes:
- A student who has achieved an average grade of 80 % or better on the first 2 tests may be exempted from writing the 3rd test. The 3rd test will cover material from the entire semester
 - Any assignments or the major project received after the due date may be subject to a grade of zero.

2. Spreadsheet Basics

- spreadsheet applications overview
- installing 1-2-3
- understanding the control panel and command line menus
- creating, printing, saving and retrieving a spreadsheet

3. Spreadsheet features

- advanced editing
- modifying the appearance of the worksheet
- printing alternatives
- math functions
- windows
- graphing
- database management

4. Advanced spreadsheet capabilities

- macros
- templates
- consolidations
- calendar and date functions

5. Record and File Management Software

- record management compared to database management
- current trends in application software

6. dBASE III Basics

- dBASE history
- installing dBASE III
- designing and creating a database
- modifying a database structure
- sorting and indexing
- designing and printing reports

7. dBASE III Programming

- creating command files
- programming concepts
- frequently used commands

8. dBASE III Programming - advanced features

- creating and refining screen displays
- additional dBASE III features
- improving program efficiency
- transferring data between applications