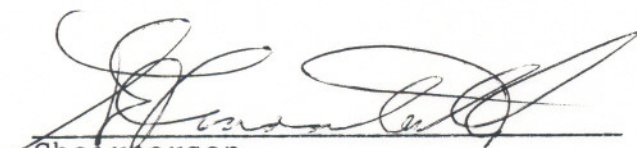


SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: INTRODUCTION TO MICROCOMPUTERS
Code No.: EDP219
Program: PROGRAMMER
Semester: THREE
Date: JANUARY, 1988
Author: B. LAILEY

New: _____ Revision: X

APPROVED: 
Chairperson

88-01-08
Date

INTRODUCTION TO MICROCOMPUTERS

EDP219

Course Name

Course Number

Prerequisite: EDP 112 - COBOL I

Time: 4 hours/week

AIMS AND OBJECTIVES:

1. To provide an opportunity to develop an understanding of micro-computer hardware and operating system software.
2. To provide an opportunity to enhance BASIC programming skills drawing upon previous knowledge gained in earlier semesters in BASIC and COBOL.
3. To provide an opportunity to introduce and develop practical skills in the use of one or more application software products.

TEXT: "Business Applications Software", Ingalsbe

STUDENT EVALUATION:

Term Tests and Quizzes	70%
Assignments	20%
Independent Research Project	10%
	<hr/>
	100%

GRADING:

A+	90-100%
A	80- 89%
B	66- 79%
C	55- 65%
R	0- 54%

WARNING: Students are advised to maintain a backup of all files on diskette. Loss of output due to a lost or damaged diskette will not be acceptable for a late or incomplete assignment or project.

NOTES:

1. Tests may include both written and practical on-line material. Time taken to complete assigned problems may be an evaluation factor.
2. Quizzes may be conducted without advance warning.
3. Assignments or projects received after the due date are subject to a grade of zero.
4. All assignments and projects must be completed satisfactorily by the date of the final test in order to fully meet the requirements of the course. Failure to do so may result in an "R" grade.
5. Students who do not write tests and quizzes at the time they are given may be allowed to upgrade their mark at the end of the semester. A written excuse acceptable to the instructor may be required.
6. Students whose final grade is below 55% may be allowed to upgrade their marks provided:
 - the student has not failed/missed all previous tests
 - attendance has been greater than 75%
 - all assignments/projects have been satisfactorily completed
7. Upgrading work is at the discretion of the instructor and may include any or all of the following:
 - a test covering specific course modules
 - an exam covering the entire course material
 - additional assignments

MODULE 1 - MICROCOMPUTING: A FIRST LOOK

- Introduction to the IBM PC
- Historical developments
- Diskette and hard disk concepts
- Loading DOS and BASIC

MODULE 2 - OPERATING SYSTEM: AN INTRODUCTION

- Operating System Functions
- Microcomputing Operating Systems Reviewed
- MSDOS - Fundamental Commands
 - Additional Commands
- File names and file specifications
- Disk directories

MODULE 3 - OPERATING SYSTEMS - MSDOS ADDITIONAL FEATURES

- Paths, Directories and Subdirectories
- Batch Files - Creating Your Own
- AUTOEXEC.BAT
- CONFIG.SYS
- Using the Editor
- DOS Editing Keys
- Pipes and filters

MODULE 4 - APPLICATION SOFTWARE

- Predominant Types of Application Software
- Copyright Issues
- Software Installation Procedures
- Application Software - Operating Methods
- Memory-Based versus Disk-Based Programs and Files

MODULE 5 - WORD PROCESSING - INTRODUCTORY CONCEPTS

- Introduction to Word Perfect
- Entering and Saving Text
- Editing and Printing Text

MODULE 6 - WORD PROCESSING - ADVANCED CONCEPTS

- Emphasizing text
- Correcting errors
- Screen formatting
- Text manipulation methods
- Using the spelling checker and the thesaurus
- Creating and using form documents
- Document filing and handling
- Dual document handling

MODULE 7 - BASIC PROGRAMMING - BASIC COMMANDS AND STATEMENTS REVIEWED

- BASIC Versions on the IBM PC
- Loading and Using BASIC
- Function and Editing Keys
- BASIC Commands
- BASIC Statements
- Input and Output Alternatives
- Structured Programming Style

MODULE 8 - BASIC PROGRAMMING - ADVANCED FEATURES

- File Processing Concepts
- Using Sequential or Random Files
- Sorting Techniques
- Using Graphics and Sound
- Building a System with BASIC and DOS

MODULE 9 - SPREADSHEETS - INTRODUCTORY CONCEPTS

- Historical Background
- Spreadsheet Applications
- Basic Spreadsheet Terminology
- Creating, Saving and Printing a Spreadsheet

****NOTE:** Module 9 may be omitted if insufficient time is available.