

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

COURSE OUTLINE

Course Outline: MICROCOMPUTER APPLICATIONS
Code No.: EDP 228
Program: PROGRAMMER
Semester: FOUR
Date: JANUARY, 1990
Previous Outline Dated: JANUARY, 1989
Author: R.D. LAILEY

New: _____ Revision: X

APPROVED: *R. Montali*
Dean, School of Business and
Hospitality

Jan 90
Date

MICROCOMPUTER APPLICATIONS

EDP 228

Course Name

Course Number

TOTAL CREDIT HOURS: 60

Prerequisite: EDP 219 Intro to Microcomputers

PHILOSOPHY/GOALS:

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: "Microcomputer Applications", Grauer and Sugrue

OTHER RESOURCES:

- Manuals available from Software Technician
- MSDOS - Version 3.3
- WordPerfect - Version 5.0
- Lotus 1-2-3 - Version 2.01 and Version 2.2
- dBase III Plus - Version 1.1

STUDENT EVALUATION:

Tests 1 @ 20% and 2@ 25%	70%
Assignments/Quizzes	10%
Major Project	20%

	100%

(See Notes: on next page)

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.

Course Name-----
Course Number**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
 - Advanced Word Perfect features
 - Investigation of new developments in spreadsheet software
- Module 4: Database Management
- dBase III Plus basic structure
 - utilizing dBase III Plus from the dot(.) prompt
- Module 5: Database Management
- Programming in dBase III Plus
- Module 6: Database Management
- dBase III Plus programming - advanced features