SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline:	INTRODUCTION TO MICROCOMPUTERS
Code No.:	EDP219
Program:	BUSINESS GENERAL
Semester:	FOUR
Date:	JANUARY, 1993
Previous Outline Dated:	JANUARY, 1992
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New: _____   Revision: ____X_____

APPROVED: _____   _____93
Dean, Business & Hospitality   Date

INTRODUCTION TO MICROCOMPUTERS	EDP219
Course Name	Course Number

Total Credit Hours: 60

Time: 4 hours/week

Prerequisite: EDP100

PHILOSOPHY/GOALS:

1. To develop an understanding of microcomputer hardware as well as popular Operating System and Application Software products.

2. To introduce and develop advancedpractical skills in the use of MSDOS Operating System Commands, Word Processing (WordPerfect, Version 5.1), Spreadsheet/Graphic/Data Management Software (Lotus 1-2-3, Version 2.2 with Allways).

STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course, the student will be able to:

1. Work effectively in a business environment where microcomputers are utilized.

2. Assist other staff in the use and operation of a variety of micro-computer hardware and software.

3. Utilize MSDOS, WordPerfect, and Lotus 1-2-3 to create and utilize practical applications suitable for a business environment.

4. Carry out research regarding the capability and suitability of new microcomputer hardware and software products.

TEXT: "Microcomputing Annual Edition, 1991-92, by O'Leary, Williams

Recommended: "Software Support Advanced WordPerfect Notes", Campus Shop

Two 5 1/4" disks

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STUDENT EVALUATION:

Term Tests (3 @ 25%)	75%
Quizzes/Assignments	25%
	100%

GRADING:

A+	90-100%
A	80- 89%
B	70- 79%
C	55- 69%
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/quizzes/assignments may include both written and practical
    on-line material.

2. Quizzes may be conducted without advance warning.

3. Assignments received after the due date are subject to a grade
    of zero.

4. All assignments must be completed satisfactorily in order to fully
    meet the requirements of the course. Failure to do so may result
    in an "R" grade.

5. Students who are unable to write a test at the scheduled time must
    advise the instructor in advance. A written excuse, acceptable to
    the instructor, may be required. Any student failing to meet these
    requirements will receive a grade of '0' for the test.

6. The instructor reserves the right to modify the course as he deems
    necessary to meet the needs of students.

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MODULE 1 - THE MICROCOMPUTER REVOLUTION

- Introduction to the IBM PC
- Predominant types of Application Software
- Historical developments
- Microcomputer hardware components
- Input/Output devices
- Orientation to the Micro Lab

MODULE 2 - MICROCOMPUTER OPERATING SYSTEMS: AN INTRODUCTION

- MSDOS/PCDOS Basic Components
- File Names and File Specifications
- Using Editor Programs (EDLIN and Others)
- DOS Editing Keys
- Microcomputing Operating Systems Reviewed
- MSDOS - Fundamental Commands
        - Additional Commands

MODULE 3 - OPERATING SYSTEMS - MSDOS ADDITIONAL FEATURES

- Disk Directories, Subdirectories, and Paths
- Filters, Piping and Redirection
- Batch Files - Creating Your Own
- AUTOEXEC.BAT
- CONFIG.SYS
- Disk Concepts

MODULE 4 - WORD PROCESSING - INTRODUCTORY CONCEPTS

- Word Processing Vocabulary
- Introduction to Word Perfect, 5.1
        - Entering and Saving Text
        - Editing and Printing Text

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MODULE 5 - WORD PROCESSING - ADVANCED CONCEPTS

- WordPerfect 5.1
    - 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 6 - WORD PROCESSING - DESKTOP PUBLISHING

- Hardware and Software Components
- Document Design
- Typography
- Design Principles
- WordPerfect, 5.1
    - Line Drawing
    - Newspaper Columns
    - Graphics

MODULE 7 - SPREADSHEETS - INTRODUCTORY CONCEPTS

- Historical Background
- Spreadsheet Applications
- Basic Spreadsheet Terminology
- Creating, Saving and Printing a Spreadsheet
- Elementary Formatting and Data Manipulation

MODULE 8 - SPREADSHEETS - GAINING PROFICIENCY

- Formatting Numeric and Label Entries
- Changing Column Widths
- Moving and Copying
- Range Specification
- Editing
- Relative and Absolute References

SPREADSHEETS - GRAPHICS

- Creating Basic Graphs
- Graph Options
- Naming Graphs
- Saving & Printing Graphs

MODULE 9 - SPREADSHEETS - DATABASE MANAGEMENT

- Create a Database
- Querying and Extracting from a Database using one
  or more criteria

MODULE 10 - SPREADSHEETS - MACROS

- Creating and Executing Simple Macros

MODULE 11 - SPREADSHEETS - USING ADD-INS

- Attaching and Invoking Allways
- Printing with Allways