SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

<u>COURSE OUTLINE</u>

COURSE **TITLE:**	MICROCOMPUTER APPLICATION SOFTWARE
DE NO.:	EDP104 SEMESTER: TWO
PROGRAM:	GENERAL ARTS & SCIENCE
AUTHOR:	MARCEL VANLANDEGHEM
DATE:	WINTER 1995
PREVIOUS **OUTLINE** DATED:	AUGUST 1994

New:_____   Revision: X _____

APPROVED:_____   _____
      DEAN, SCHOOL OF BUSINESS &   **DATE**
            HOSPITALITY

MICROCOMPUTER APPLICATION SOFTWARE   EDP 104
_____   _____
       COURSE NAME   **COURSE CODE**

TOTAL CREDITS: <u>45</u>

PREREQUISITE(S):   EDP 109 - Intro to Microcomputers and
                            Application Software

I.   <u>PHILOSOPHY/GOALS</u>

      This course provides the student with an opportunity to develop
      a deeper understanding of the concepts introduced in EDP 109.
      Students will reinforce existing skills and develop additional
      skills in utilizing operating system and applicaton software.
      Utilizing spreadsheet software to solve practical problems will
      be emphasized.

      <u>STUDENT PERFORMANCE OBJECTIVES</u>

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

      A1.   Create, edit, save and print multi-page documents including
            the use of: headers, footers, page numbering, page breaks,
            text enhancement, tabs, indents, fonts to change size and
            appearance.

      A2.   Merge documents to send out multiple copies of one document
            to many people, including envelopes and labels.

      A3.   Create and use macros to save time wasted by repetitive
            typing.

      A4.   Create professional business documents by using:
            mathematical features, columns, tables, outlines, equations
            and graphics.

      A5.   Sort information in documents whether the information is
            found in lines, paragraphs or as part of a secondary merge
            document.

      B1.   Create, edit, save and print spreadsheets that include:
            formatting for currency, various column widths, simple and
            complex formulas.

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STUDENT PERFORMANCE OBJECTIVES CONT'D

    B2.   Create easy to read graphs and pie charts to go along with any spreadsheet.

    B3.   Sort the information in a spreadsheet based on various given criteria.

    B4.   Extract data required based on given criteria.

    B5.   Print graphs and spreadsheets as part of a document created in WordPerfect.

    C1.   Name files and directories.

    C2.   Use DOS commands for: date, format, dir, check disk, delete, copy and rename.

    C3.   Create and use directories and subdirectories.

III. TOPICS TO BE COVERED

                                                  Approximate Time

A1	WordPerfect	enhancements	6 hours
A2		merge	3 hours
A3		macro	3 hours
A4		columns, tables graphics	6 hours
A5		sort	3 hours
B1	Spreadsheet	create, edit	3 hours
B2		graphs	6 hours
B3		sort	3 hours
B4		extract	3 hours
B5		print in document	3 hours
C1	DOS	files and directories	1 hours
C2		commands	3 hours
C3		directories and subdirectories	2 hours

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IV.   LEARNING ACTIVITIES

The course will be totally practical applications done via exercises on the computer. When new topics are introduced, there will be a brief lecture and a sample done as a group.

V.   REQUIRED RESOURCES

2 or more 3 1/2" diskettes

Microcomputer Applications Kit, by Shelley & Cashman.
Includes the following modules:
1) Introduction to Computers
2) Introduction to DOS
3) Word Processing Using WordPerfect 5.1
4) Spreadsheets Using Lotus 1-2-3 Release 2.2

VI. EVALUATION METHOD

All student exercises are to be handed in and checked by the instructor. This should help the student know what is expected on assignments.

There will be 3 assignments in WordPerfect and 3 in Lotus. Each assignment will be given a mark out of 10 and will combine for 40% of the final mark.

There will be 3 tests each worth 20% of the final mark. The tests will be at the completion of each segment: WordPerfect, Lotus and DOS.

Students are required to complete all tests and assignments prior to the end of the course with an overall average as follows:

      A+ 90 - 100%
      A   80 - 89%
      B   70 - 79%
      C   60 - 69%

      R   below 60%, repeat, objectives of the course not met

VII. <u>SPECIAL</u> <u>NOTES</u>

Students with special needs (eg. physical limitations, visual
impairments, hearing impairments, learning disabilities) are
encouraged to discuss required accommodations confidentially
with the instructor.

Your instructor reserves the right to modify the course as
she/he deems necessary to meet the needs of the students.