
Course Name

Course Number

Credits: 4
Contact Hours: 64
Prerequisite: EDP122

PHILOSOPHY/GOALS:

1. This course will allow the student to develop enhanced skills in the utilization of the types of software introduced in EDP122. Areas of study will include current operating system software as well as advanced features found in word processing and spreadsheet application software.
2. Students will work in a "hands-on" fashion to complete text-based tutorials and cases. The instructor will operate in a facilitator/coach mode rather than a lecture mode. Tests, assignments, and a final project will be utilized to evaluate achievement of expected learning outcomes.

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 Microsoft Windows, WordPerfect for Windows, and Quattro Pro for Windows to create practical applications suitable for a business environment.
4. Independently continue to enhance his/her skills with microcomputer software by utilizing available resource materials.

REQUIRED RESOURCES:

TEXTS: An Introduction to Microsoft Windows 3.1
Introductory Quattro Pro 5.0 for Windows
Exploring WordPerfect for Windows 6.0a

DISKS: Required: 3 or more high density (1.44 meg) 3.5" diskettes

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STUDENT EVALUATION:

Tests (1 per module @ 20% each) (half written, half practical)	60 %
Assignments/Labs (2 per module @ 5% each)	30 %
Final Project (practical assignment using skills from all modules)	10 %
	<hr/> 100 %

GRADING:

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

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.

NOTES:

1. In order to pass this course the student must obtain 60% or more (on average) on the Test portion of the Overall Evaluation. (eg. a student who earns less than 36 out of the 60 marks available for tests will not pass the course.
2. Tests/labs/assignments may require both written as well as practical in-lab responses.
3. 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.
4. Any assignments/labs/projects received after the due date may receive a grade of zero.
5. The instructor reserves the right to modify the course as he deems necessary to meet the needs of students. Advance notice will be given.

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LEARNING ACTIVITIES

The student is expected to develop a range of skills in the utilization of features contained in Windows 3.1, WordPerfect for Windows 6.0a and Quattro Pro for Windows 5.0. Some of the learning outcomes may appear to be duplicates of those in EDP122 - they are not - as the software used here is significantly more sophisticated and the skills are learned in a different operating environment.

Detailed written explanations which focus on a specific portion of the Windows environment are presented in each text chapter. These written explanations are followed by hands-on tutorials which reinforce the concepts using realistic case studies. The course instructor will provide explanation of technical content, as well as assist with any questions which may arise.

A number of additional questions, tutorial assignments and case problems are found throughout the text. The student will be required to complete a selection of this material.

This module is intended to be covered at a pace that is controlled by the individual learner. The amount of time needed to complete the identified learning outcomes will vary.

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MODULE 1 - MICROSOFT WINDOWS 3.1

IDENTIFIED LEARNING OUTCOMES:

In this module the student will achieve the outcomes identified below:

(1) Essential Computer Concepts

students will review basic computer concepts in order to be able to define or explain ...

- the major components of a computer system
- the terms used to specify the capacity and the speed of computer memory, processors, and storage
- how data are represented by the binary number system and the ASCII code
- the common types of network cards and network software
- how peripheral devices are connected to a computer system
- the basic concepts of data communications
- the difference between systems software and applications software

(2) Essential Windows Skills

learn how to ...

- launch and exit Windows
- use the mouse and the keyboard
- identify the components of the Windows desktop
- use the Windows controls
- launch and exit applications
- organize your screen-based desktop
- switch tasks in a multi-tasking environment

(3) Menus, Dialog Boxes, Toolbars, and Help

learn how to ...

- use Windows menus, dialog boxes, and toolbars
- use the Print dialog box
- launch and use the Paintbrush application
- use the Windows Help facility
 - experiment with new Windows applications

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(4) Effective File Management

learn how to ...

- open and close the File Manager
- format a diskette
- make your Student Diskette containing practice files
- change the current drive
- identify the components of the File Manager window
- create directories
- change the current directory
- move, rename and delete files

(5) Using the File Manager, Microsoft Write and the Print Manager

learn how to ...

- copy files
- make a diskette backup
- use wildcards to search for files
- create, edit, save, and print a memo using the Microsoft Write word processor
- use the Print Manager to control the print queue
- find out the options for hard disk backup
- protect your data from hardware failures and viruses

*(6) Windows Applications

learn how to ...

- put the Clock on the desktop
- use the Cardfile to view product information
- use the Notepad for a phone log
- set an appointment alarm
- use the Calendar application to maintain an appointment book
- use the Calculator for currency conversions
- use the Clipboard to cut and paste between applications
- paste special characters in your documents
- open, close, and save files

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MODULE 2 - WordPerfect for Windows V. 6.0a

IDENTIFIED LEARNING OUTCOMES:

In this module the student will achieve the outcomes identified below:

(1) Basic Concepts - Windows & WordPerfect

review ...

- describe and utilize basic Windows and word processing features and terminology

(2) Gain Proficiency Utilizing Specific WP/W Features

learn how to ...

- select text, use clipboard or drag and drop to move and copy
- use find and replace, save and save as, and backup commands
- use different typefaces and type sizes
- reformat text by changing margins, justification, tabs and indentation
- utilize page breaks, different views and the advantages of each view
- use reveal codes when editing, customize environment to user's preferences

(3) Using More Advanced Tools

learn how to...

- use spell check, including supplementary dictionary
- use thesaurus to find antonyms and synonyms
- use merge feature with form and data files to create and print a set of documents. Also use all or a part of the data file to produce output in a different order
- work with multiple documents at the same time using windows features to position documents on screen
- use ExpressDocs to create predefined documents

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*(7) Object Linking and Embedding

learn how to ...

- create a multimedia document
- use the Sound Recorder
- embed a sound object icon into a Write document
- modify object icons
- link a graphic object into a Write document
- manage links
- edit linked or embedded objects
- paste a graphic into a Write document
- apply basic concepts of object linking and embedding (OLE)
- identify client and server applications

*(8) Customizing Windows

learn how to ...

- set up a left-handed mouse, select the mouse tracking speed, and specify the double-click speed
- select a different colour scheme for the desktop
- select a desktop pattern
- select a screen saver
- make a customized screen saver message
- wallpaper your desktop
- make your own desktop wallpaper
- change the international date, time, and currency formats
- change your computer system date and time
- record, test, play back, and save macros

* - not contained in text - instructor will provide material

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(4) Creating Professional Documents

learn how to...

- use headers and footers effectively
- include automatic page numbers in different locations and both inside and outside headers and footers
- create a bulleted or numbered list, create and use styles
- use and explain the table feature - create, insert, modify tables
- use ExpressDocs to create predefined tables

(5) Using WP/W for Desktop Publishing

learn how to ...

- create and utilize a multi-column document
- use border/fill command to box and/or shade text
- define an embedded object and explain the difference between server and client applications, and between the source and destination documents
- use graphics in documents including moving, sizing and editing the graphic as well as its surrounding border
- use TextArt to create graphic effects with text
- use the grid concept when designing documents and make effective use of white space

(6) Designing and Using Macros

learn how to ...

- create and utilize simple and more advanced macros
- explain the importance of the macro capability for WordPerfect as well as most other software products

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MODULE 3 - Quattro Pro for Windows V. 5.0

IDENTIFIED LEARNING OUTCOMES:

In this module the student will achieve the outcomes identified below:

(1) Using Spreadsheets to Make Business Decisions

learn how to ...

- make a Quattro Pro 5.0 student disk
- launch and exit Quattro Pro
- open, explore, save and close a Quattro Pro notebook
- print a Quattro Pro spreadsheet
- correct mistakes and use the Undo command
- scroll a spreadsheet and a notebook
- recognize values, labels, formulas and functions
- utilize Quattro Pro objects and their properties
- utilize the Quattro Pro Help system

(2) Planning, Building, Testing and Documenting Notebooks

learn how to ...

- plan, document, build and test a notebook
- enter labels, values and formulas
- change column widths and row heights
- create a series using SpeedFill
- copy data and formulas
- enter formulas using the @SUM function and the SpeedSum feature
- insert a row/column in a spreadsheet
- combine data from more than one spreadsheet

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(3) Formatting and Printing

learn how to ...

- change the Zoom factor
- change the font typeface, style and point size
- align cell contents
- centre text across columns
- use formats for numbers, currency and percentages
- add colour and line segments for emphasis
- preview printouts
- print in portrait and landscape orientation
- centre printouts on the page
- print cell contents

(4) Functions, Formulas and Absolute References

learn how to ...

- find the largest number in a block of cells using the @MAX function
- find the smallest number in a block of cells using the @MIN function
- calculate the average of a block of cells using the @AVG function
- calculate monthly loan payments using the @PAYMT function
- test certain conditions using the @IF function
- control displayed rounding errors using @ROUND function
- display current date using @TODAY function
- and when to use absolute references in formulas

(5) Graphs and Graphing

learn how to ...

- plan and construct graphs
- identify the elements of a Quattro Pro graph
- create a line graph and a bar graph
- move a graph and change its size
- create, edit and format graph elements and graph text
- add colour to a graph
- insert manual page breaks
- determine which graph type represents data most effectively

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(6) Managing Data with Quattro Pro

learn how to ...

- identify the elements of a Quattro Pro database
- sort data in a database
- create and use block names
- query a database to find data
- maintain a Quattro Pro database with a database form
- copy cell properties
- extract records from a database