

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: COMPUTER CONCEPTS AND APPLICATIONS

Code No.: EDP 130 - 2

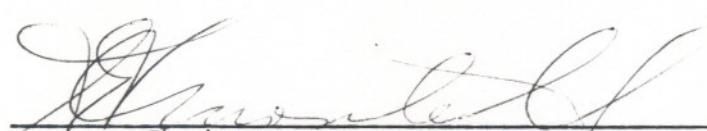
Program: FORESTRY, GEOLOGY, PULP & PAPER, WATER RESOURCES

Semester: _____

Date: SEPTEMBER, 1988

Author: WIL DEBRUYNE

New: _____ Revision: X

APPROVED: 
Chairperson

88-07-25
Date

COURSE SYNOPSIS

tool in their field of work. Fundamental concepts such as MS DOS Operating System, GWBASIC Language Programming, and "WordPerfect" word processing programs, and "LOTUS 1-2-3-" spreadsheet programs will be discussed in detail. Students are provided lab time to demonstrate knowledge gained during the lectures.

MODULE 1: MS DOS

At the end of this block, the student shall be able to:

1. Warm and cold system "boot" the IBM PC, format disks
2. Create, delete, retrieve files and directories
3. Create their own DOS commands using batch files
4. Use the editors to edit files

MODULE 2: WORD PERFECT

The student should be able to:

1. Create, save and retrieve WordPerfect files
2. Enhance text by employing the: flush right, centering, underlining, bolding, superscripting, subscripting, extended superscripting, and extended subscripting code key commands
3. Reveal, view and delete a code key
4. Use the block commands to move text and copy text
5. Set tabs, indent paragraphs, set margins, set line spacing
6. Change the pitch and font, change the lines per inch, turn on and off the line numbering and the right justification
7. Print a current document, print a page of the current document, print multiple copies of a current page or document, stop printing a job, rush a print job, cancel a print job and display print jobs

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8. Format a page using the page format menu: page number position, new page number, centre page top to bottom, page length, top margin, headers and footers, page number column position, suppress for current page only, conditional end of page, and widow/orphan.
9. Search forward and backward, search and replace with and without confirmation
10. Use "Spellchecker" to spell-check a word, a page, a document, change dictionaries and count words
11. Use "Thesaurus" to look up synonyms for a word
12. Draw lines
13. Use windows to work with two documents

MODULE 3: BASIC

The student should be able to:

1. Edit, compile, and run simple basic programs
2. Understand the basic commands: let, input, print
3. Use the loop control structures: IF...THEN
IF...THEN...ELSE
FOR...NEXT
4. Use the common intrinsic functions, ABS, SQR, COS, SIN AND TAN
5. Draw bard charts and pie charts

MODULE 4: LOTUS 1-2-3

By the end of this block the student should be able to:

1. Understand the principles involved in spreadsheets
2. Select a lotus command from a menu, view a spreadsheet, enter labels into a spreadsheet, specify a range of cells, use the pointer to enter a formula, add data to a spreadsheet, finish off and save a spreadsheet, then quit lotus
3. Load a spreadsheet, global change a column, alter a spreadsheet, print and resave a spreadsheet

STUDENT EVALUATION

The student's final grade will be determined from the following component

A) Tests (4 @ 15%)	-	60%	B) <u>Grading:</u>	
Assignments (4 @ 9%)	-	36%	"A+"	- 90-100%
Participation	-	4%	"A"	- 80-89%
		<u>100%</u>	"B"	- 70-79%
			"C"	- 55-69%
			"R"	- 0-54%

NOTE: Students are expected to attend class regularly and to participate in class discussion. They are also expected to treat their peers and instructors in a professional businesslike manner during class time. Late assignments are subject to a zero grade unless the student has **PRIOR** permission from the instructor to hand the assignment in at a later date.

THERE WILL BE NO REWRITES IN THIS COURSE.