

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

COURSE OUTLINE

**COURSE TITLE:** COMPUTER CONCEPTS AND APPLICATION

**CODE NO.:** EDP130 **SEMESTER:** TWO/THREE

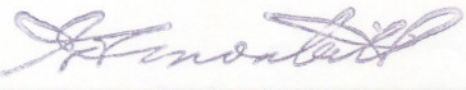
**PROGRAM:** FORESTRY, PULP & PAPER, WATER RESOURCES

**AUTHOR:** BOB LAILEY

**DATE:** SEPTEMBER, 1990

**PREVIOUS OUTLINE DATED:** JANUARY, 1990

New: \_\_\_\_\_ Revision: X

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

Sept 90  
DATE

COMPUTER CONCEPTS & APPLICATION

EDP130

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**COURSE NAME**

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**COURSE CODE**

**LENGTH OF COURSE:** 2 periods per week for one semester

**TEXT:** "WordPerfect 5.1", Sault College Software Support  
"LOTUS 1-2-3-", Sault College Software Support

**AIMS AND OBJECTIVES:**

This course will introduce students to a variety of computer concepts. It will also provide training at a practical level using IBM PC compatible microcomputers. Students will gain hands-on experience completing assignments using MS DOS, WordPerfect and LOTUS 1-2-3 software.

**STUDENT EVALUATION:**

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

Tests (1 @ 20%)	
(2 @ 25%)	70%
Assignments/Quizzes	25%
Participation	5%
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	100%

**GRADING:**

A+	90 - 100%
A	80 - 89%
B	66 - 79%
C	55 - 65%
R	0 - 54%

**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 scheduled must provide a written excuse acceptable to the instructor.
6. There will be no re-writes or upgrading of marks allowed at the end of the course.

TENTATIVE SCHEDULE

WEEK NO.	DESCRIPTION
1	Introduction to Course Scheduling of Test Dates Introduction to PC Lab
2 - 6	Module 1: Computer Concepts Module 2: DOS Basics Module 3: Word Processing-Basic Features
6	<b>Term Test #1 (Modules 1,2,3)</b>
7 - 11	Module 4: Word Processing - Adv. Features
11	<b>Term Test #2 (Module 4)</b>
11 - 16	Module 5: Spreadsheet - LOTUS 1-2-3
16	<b>Term Test #3 (Module 5)</b>

MODULE 1 - COMPUTER CONCEPTS:

Upon completion of this module, the student must be able to:

1. Explain the value of being literate/competent in the use of a computer.
2. Differentiate between four kinds of computers: microcomputer, minicomputer, mainframe and supercomputer.
3. Explain the five components of a microcomputer system: people, procedures, software, hardware and data.
4. Explain the difference between application and systems software.
5. Identify and describe the main hardware components found in any computer system.
6. Identify and describe the following categories of data: character (byte), field, record and file.
7. Explain a variety of terms related to diskettes (size, capacity, sectors, tracks, file protection).
8. Describe the proper handling procedure regarding diskettes.
9. Complete successfully any assignment, quiz or test utilizing any of the objectives described in this module.



MODULE 2 - DOS BASICS (DISK OPERATING SYSTEM):

Upon completion of this module, the student must be able to:

1. Define and explain the need for an operating system.
2. Describe and explain the difference between a command line operating system (DOS) and a visual operating system (MacIntosh).
3. Explain two methods of loading the operating system and identify the difference between the methods:
4. Load the DOS operating system and utilize the following commands properly:
  - DIRECTORY
  - COPY
  - ERASE
  - FORMAT
  - TYPE
  - DISKCOPY
  - PRINT
5. Describe the rules for creating a DOS filename including the use of "wildcard characters".
6. Explain the meaning of Internal and External DOS commands.
7. Complete successfully any assignment, quiz or test utilizing any of the objectives described in this module.

MODULE 3 - WORD PROCESSING - BASIC FEATURES

Upon completion of this module, the student must be able to:

1. Explain the purpose of word processing software.
2. Describe the advantages and disadvantages of using a word processing package.
3. Identify and describe a number of facts that can be determined at any time when working with WordPerfect.
4. Explain how to use WordPerfect to create, save, retrieve, and print a document.
5. Explain how to use WordPerfect to enhance printed output using bold, underline, centering, flush right, and indent features.
6. Explain how to modify WordPerfect text using a variety of keys to insert/delete characters, words, sentences, etc.
7. Complete successfully any assignment, quiz, or test utilizing any of the objectives described in this module.



MODULE 4 - WORD PROCESSING - ADVANCED FEATURES

Upon completion of this module, the student must be able to:

1. Explain how to use WordPerfect to cut and paste within a document using the block feature.
2. Explain the concepts of hidden codes within a WordPerfect document.
3. Explain how to use the Reveal Codes feature to examine, insert, delete or modify codes.
4. Explain how to use a number of WordPerfect features to control printing, modify page and line formats, change the appearance of text, etc.
5. Explain how to use the Merge feature in WordPerfect to create a set of customized letters.
6. Explain how to use the Spellcheck and Thesaurus features to correct spelling and provide alternative words in a document.
7. Explain how to create and use Headers/Footers in a document.
8. Complete successfully any assignment, quiz, or test utilizing any of the objectives described in this module.



MODULE 5 - SPREADSHEET - LOTUS 1-2-3

Upon completion of this module, the student must be able to:

1. Explain the basic concepts of an electronic spreadsheet including any advantages over manual methods.
2. Identify and explain the three major functions that can be performed using LOTUS 1-2-3.
3. Identify and explain a variety of terms relating to the main LOTUS 1-2-3 spreadsheet screen.
4. Explain how to enter, store and modify text, values, formulas, and functions in a LOTUS 1-2-3 spreadsheet.
5. Explain how to save and print a LOTUS 1-2-3 spreadsheet.
6. Explain how to modify the appearance of a LOTUS 1-2-3 spreadsheet by changing column width, inserting/deleting rows/columns, formatting, etc.
7. Explain how to use LOTUS 1-2-3 to create and print bar charts and pie charts to display data values.
8. Complete successfully any assignment, quiz or test utilizing any of the objectives described in this module.