

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

C O U R S E O U T L I N E

COURSE TITLE: COMPUTER CONCEPTS AND APPLICATIONS

CODE NO.: EDP130 SEMESTER: ONE


PROGRAM: FORESTRY

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DATE: SEPTEMBER 1993

PREVIOUS OUTLINE
DATED: JANUARY 1993

New: Revision: X

APPROVED: 
DEAN, SCHOOL OF BUSINESS &
HOSPITALITY

93-08-26
DATE

COMPUTER CONCEPTS & APPLICATIONS

EDP130

LENGTH OF COURSE: 2 hours/week

TEXT: MaranGraphics Computers Simplified by Richard Maran and Eric Feistmantl (four books)
(Available in Campus Shop)

SUPPLIES: Two 5 1/4" DS/DD Floppy Disks

COURSE OVERVIEW:

This course provides the student with an opportunity to develop an understanding of microcomputer hardware and software. This course will focus on developing practical skills by introducing the operating system, word processing and electronic spreadsheet applications.

PERFORMANCE OBJECTIVES:

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

1. Identify hardware and software components of a computer system.
2. Understand the ^{general} functions of a computer's operating system.
3. ~~Perform functions of~~ ^{Operate} a word processing software package.
4. ~~Perform functions of~~ ^{Operate} a computerized spreadsheet package.

TOPICS TO BE COVERED:

1. Introduction to Microcomputer Concepts
2. The Operating System - DOS
3. Word Processing using WordPerfect 5.1
4. Spreadsheets using Lotus 1-2-3

LEARNING ACTIVITIES:

MODULE 1: MICROCOMPUTER CONCEPTS

Upon completion of this module, the student ~~must~~ ^{will} be able to:

1. Understand the computer system and each of its individual components.
2. Differentiate ~~from~~ ^{between} computer software and hardware.
3. Understand how disks work and the handling of diskettes.
4. Define and explain common computer terms.

MODULE 2: THE OPERATING SYSTEM (DOS)

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

1. Define and explain the need for an operating system.
2. Utilize the following DOS commands:

DIRECTORY	FORMAT
COPY	TYPE
RENAME	DISKCOPY
XCOPY	DELETE
PRINT	
3. Describe the rules for creating a file including the use of "wildcard characters".
4. Explain the meaning of internal and external DOS commands.

MODULE 3: WORD PROCESSING (WORDPERFECT 5.1)

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

1. Explain the purpose of word processing software.

2. Describe and demonstrate the use of word processing features including the following:

- enter and save text
- retrieve and edit text
- format documents
- move and copy text
- enhance and print documents
- spell check documents and use the thesaurus

MODULE 4: SPREADSHEET (LOTUS 1-2-3)

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

1. Explain the concepts of an electronic spreadsheet.
2. Describe and demonstrate the spreadsheet features including the following:

- create a spreadsheet using labels, values and formulas
- edit, retrieve and save a spreadsheet
- format a spreadsheet
- copy and move parts of a spreadsheet
- print worksheets
- create, display and print graphs

STUDENT EVALUATIONS:

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

Tests	60%
Assignments	35%
Quizzes	5%
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	100%

GRADING:

A+	=	90	-	100%
A	=	80	-	89%
B	=	70	-	79%
C	=	55 60	-	69%
R	=	0	-	54% 59

NOTES:

1. Tests may include both written and practical work.
2. Students are advised to maintain a backup of all files on disk, in case an original disk goes bad.
3. All assignments must be completed in order to fulfill course requirements.
4. Late assignments are subject to a zero grade unless the student has PRIOR permission from the instructor.
5. Any student who misses a test will be subject to a zero grade unless arrangements have been made with the instructor to write the test on a prearranged date and time.