SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

## COURSE OUTLINE

**COURSE TITLE:** INTRO TO MICROCOMPUTERS & APPLICATION SOFTWARE

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

**PROGRAM:** FORESTRY

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**PREVIOUS OUTLINE DATED:** JANUARY, 1994

New: _____      Revision: ___X___

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

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_____          _____
        **COURSE NAME**                              **COURSE CODE**


**Total Credit Time**      30 hours
**Prerequisites**          None

### I.  PHILOSOPHY/GOALS

This course provides the student with an opportunity to develop
an understanding of microcomputer hardware and operating system
software.   This course also provides an opportunity to
introduce and develop practical skills in the use of one or
more application software products.

### II.  STUDENT PERFORMANCE OBJECTIVES:

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

1.  distinguish among the different hardware and software
    components of a computer system, and know different
    commercial and educational uses of computer systems

2.  understand the general functions of an operating system

3.  operate a word processing software package

4.  operate a spreadsheet software package

### III.  TOPICS TO BE COVERED:

1.  Introduction to Microcomputers
2.  The Operating System
3.  Word Processing using WordPerfect
4.  Spreadsheets using LOTUS 1-2-3

### IV.  LEARNING ACTIVITIES:

1.  **Introduction to Microcomputers**

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

    a)  describe the Data Processing Cycle and how this
        cycle is related to the use of computers

    b)  list and describe the basic components of a micro-
        computer

    c)  differentiate between hardware and software

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IV.    **LEARNING ACTIVITIES:**   (cont'd)

        d)  compare and contrast secondary storage using floppy disks and hard disks

        e)  name and describe various business, personal and educational uses for microcomputers and software

   2.  **The Operating System:**

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

        a)  describe what is meant by an operating system (DOS) and its major functions

        b)  differentiate between a warm and cold start and describe what is meant by "booting up" the system

        c)  format a floppy disk

        d)  display the disk directory of a disk on any drive using the DIR command

        e)  copy files from one disk to another using the COPY and DISKCOPY commands

        f)  describe and use other commands such as ERASE, TYPE, and PRINT

        g)  creative effective subdirectories

   3.  **Word Processing Using WordPerfect:**

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

        a)  define word processing

        b)  describe content of status line

        c)  effectively use cursor keys

        d)  describe the purpose of the function keys

        e)  create, save, retrieve, and edit a document

        f)  format and print a document (function key/directory)

g)  reformat a document by changing or using function keys
    to: - change margins, change line
        - right align
        - top and bottom margins
        - centre page
        - windows/orphans
        - hard page break
        - indent (F4, Shift F4)
        - justify

h)  discuss and demonstrate the difference between block
    moves and block copies

i)  use center, bold, underline, tabs (right, left, centre,
    decimal)

j)  use the spell checker facility

k)  use Reveal Codes to delete instruction codes

l)  use other word processing functions to file and
    handle documents, eg. rename file, copy, find


4.  **Spreadsheets Using LOTUS 1-2-3:**

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

a)  define an electronic spreadsheet and describe its
    uses

b)  explain cell addressing and the categories of cell
    contents

c)  properly enter labels, values and formulas into cells

d)  create a spreadsheet

e)  save, retrieve and print a worksheet

f)  manipulate spreadsheets

g)  create and print graphics

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V.    EVALUATION METHODS:

           Tests (2 @ 40%)        80%
           Assignments            20%
                                 _____
                                  100%

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

IV.   REQUIRED STUDENT RESOURCES:

      Texts:   DOS Version 3.3 Sault College Software Support

               WordPerfect Made Easy with Exercises, by Shelley Boushear

               Lotus 1-2-3 Release 2.2, Star Software Training and
                                        Reference Series


               Two disks - instructor to advise type
               One plastic disk sleeve if instructor requests


VII.  SPECIAL NOTES:

      Assignments received after the due date are subject to a 10%
      per day penalty.

      Students are advised to maintain a backup of all files on disk.
      Loss of an assignment due to a lost or damaged disk is not an
      acceptable reason for a late or incomplete assignment.

Students with special needs, such as physical limitations, visual impairments, hearing impairments, or learning disabilities, are encouraged to discuss required accommodations, confidentially, with the instructor.

Your instructor reserves the right to modify the course as is deemed necessary to meet the needs of students.

Tests must be written at the scheduled times. Your instructor must be informed if you are unable to write a test. There are no re-writes.