

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE


COURSE TITLE: COMPUTER APPLICATIONS

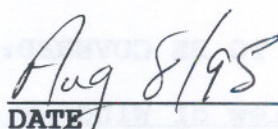
CODE NO.: FOR 367-2 **SEMESTER:** V

PROGRAM: INTEGRATED RESOURCE MANAGEMENT TECHNOLOGY

AUTHOR: D. HALL

DATE: AUGUST 1995 **PREVIOUS OUTLINE DATED:** JANUARY 1993

APPROVED: 
DEAN


DATE

COMPUTER APPLICATIONS

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32

TOTAL CREDIT HOURS _____

PREREQUISITE(S): EDP122 or approved equivalent

I. PHILOSOPHY/GOALS:

Computer applications is intended to build on computer skills acquired in earlier courses. Spreadsheets are covered in some detail, including formulae, formatting and graphing of data. Database managers are introduced, and basic skills including designing a simple database, querying, and report generation are practised. Students are assumed to be competent in the use of word processors, and have a basic understanding of managing files in MS DOS. Tutorials and practice exercises will be available for students needing practice in windows-based environments.

II. STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course the student will:

1. Manage diskettes and files, using the windows file manager.
2. Use a spreadsheet to summarize, analyze and perform calculations on tabular data of the sort encountered in natural resource fields.
3. Format spreadsheets to present data in a clear, professional manner.
4. use a spreadsheet to present data in the form of charts or graphs.
5. Design and load a simple database.
6. Query a database.
7. Use a database manager to generate simple reports.

III. TOPICS TO BE COVERED:

Unit 1 - Review of Windows and DOS

- Assumes a basic understanding of managing files in MS DOS
- Practice and review, as required, primarily outside class time

Unit 2 - Use of Spreadsheets

- Review of spreadsheet structure and layout
- Use of formulae in analysis of data
- Formatting data
- Charts/graphs

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III. TOPICS TO BE COVERED: (cont'd)

Unit 3 - Database Managers

- Introduction to database concepts and uses of database managers in natural resource fields
- Design and loading of a simple database
- Querying databases
- Generating Reports

IV. EVALUATION METHODS:

Tests	75%
Assignments	25%
	<u>100%</u>

The Grading system to be used will as follows:

- A+ - 90 - 100%
- A - 80 - 89%
- B - 70 - 79%
- C - 60 - 69%
- R - Less than 60% (course to be repeated)

Final unit tests in spreadsheets and databases must receive a grade greater than 60%. If overall average is less than 60% and student has passed at least one of the 2 unit tests, a rewrite may be allowed in the unit not passed.

Attendance is very important. attendance will be recorded, one way or another, in every class.

Students should maintain a lab book of all printed assignments and a single diskette with all assignments stored in a clear, understandable directory structure. Both the lab book and the disk should be brought to every class, they will be marked periodically.

V. REQUIRED STUDENT RESOURCES

- 5 3 1/2" High Density (1.44 Mb) floppy diskettes
- O'Leary, T.J. and L.I. O'Leary.1995.dBase 5.0 for Windows.McGraw Hill
- O'Leary, T.J. and L.I. O'Leary.1995.Quattro Pro for Windows.McGraw Hill
- Students should not purchase books before consulting instructor
- Students should bring at least one blank diskette to every class.

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VI. SUGGESTED ADDITIONAL RESOURCE MATERIAL:

The software support office, A2130, the library and the Campus Shop all stock useful, related books. Students are advised to consult the instructor, or software support staff, for references that will meet their current needs.

The Learning Assistance Center provides computer-based tutorials in windows, use of the mouse and (at times) other software. These are highly recommended for students who need help in learning the windows environment.

VII. SPECIAL NOTES:

Students with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of the students.