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: JULY 1996   PREVIOUS OUTLINE DATED: AUGUST 1995

APPROVED: _____   _July 5/96_
                DEAN, SCHOOL OF SCIENCES AND   DATE
                NATURAL RESOURCES

COMPUTER APPLICATIONS   FOR 367-2
_____   _____
   COURSE NAME   COURSE NUMBER

                         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, profe'ssional 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

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

Unit 3 - <u>Database Managers</u>

- 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   65%
Assignments   35%
                    100%

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 <u>may</u> 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

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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 will 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.