

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

COURSE OUTLINE

Course Title: COMPUTER APPLICATIONS

Code No.: FOR 367-4


Program: FISH & WILDLIFE/PARKS/FOREST MANAGEMENT TECHNOLOGY

Semester: V

Date: JANUARY, 1989

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New: _____ Revision: X

APPROVED:  
Chairperson Date

COMPUTER APPLICATIONS

FOR 356-4

COURSE NAME

COURSE NUMBER

PHILOSOPHY/GOALS:

This course will familiarize the student with the basic operation of an IBM personal computer and the management of files, diskettes and computer devices.

Analysis and manipulation of field data will be performed using LOTUS and DBASE software systems.

An attempt will be made to employ software specific to the students' field of interest and to the collection of field data through the use of handheld portable data recorders (MICROFLEX).

An introduction to the use and flexibility of a geographic information system (GEOMAP) will also be included.

METHOD OF ASSESSMENT (GRADING METHOD):

A+ - 90 - 100%
A - 80 - 89%
B - 70 - 79%
C - 60 - 69%
I - < 60%

ASSIGNMENTS - 70%
TERM TESTS - 30%

Term tests will consist primarily of practical sessions on the computer.

Assignments will include those completed on the students' own time as well as those initiated and completed in class time. This necessitates the requirement of regular attendance, as students not present when an in-class assignment is given and collected, will receive a "0" (zero) for that assignment.

Students with an overall grade of less than 60% may, at the discretion of the instructor, write a final test covering the entire course material.

EQUIPMENT:

Students are to purchase 2 - 5 1/4" double-sided, double-density computer diskettes (available at the College Bookstore)

Software and manuals for in class use will be provided.

TOPIC NO.	CLASSROOM HOURS	TOPIC DESCRIPTION
1	4	<u>Word Processing</u> <ul style="list-style-type: none">- Word Perfect 4.2- creating/saving/retrieving/ documents- editing- the BLOCK feature- formatting text- printing a document
2	10	<u>IBM-PC: Understanding the Operating System</u> <ul style="list-style-type: none">- using disk commands (MS-DOS v. 2.2)- organizing floppy disks- creating directories/ sub-directories- understanding file types
3	10	<u>Managing A Database (dBase III)</u> <ul style="list-style-type: none">- preparation of diskettes- creating and manipulating files- data manipulation- report preparation
4	10	<u>Managing a Spreadsheet (LOTUS 1-2-3)</u> <ul style="list-style-type: none">- creating/saving worksheets- inserting columns, rows- printing a worksheet- creating and printing graphs

TOPIC NO.	CLASSROOM HOURS	TOPIC DESCRIPTION
5	16	<u>PAMAP-GIS</u> <ul style="list-style-type: none">- inputting an FRI stand map into digital form and producing a line map- creating a database- report preparation
6	4	<u>Portable Data Recorders</u> <ul style="list-style-type: none">- characteristics of PDR's- installing programs from the IBM-PC- collecting field data- exporting program and data from the PDR- report preparation
7	4	<u>Electronic Planimeters</u> <ul style="list-style-type: none">- operating an electronic planimeter to determine areas on forest stand maps- comparison with alternative methods