

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: COMPUTER CONCEPTS AND APPLICATIONS

Code No.: EDP 130 - 2

Program: FORESTRY, GEOLOGY, PULP & PAPER, WATER RESOURCES

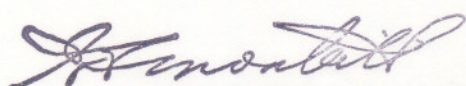
Semester: TWO

Date: JANUARY, 1990

Previous Outline Dated: SEPTEMBER, 1989

Author: WILLEM DEBRUYNE

New: \_\_\_\_\_ Revision: X \_\_\_\_\_

APPROVED:   
Dean, School of Business & Hospitality

89-09-01  
Date

-----  
Course Name

-----  
Course Number

**COURSE SYNOPSIS**

The objective of this course is to introduce the student to the IBM PC microcomputer and several application programs available. In order that the student may see the role of microcomputers as being a useful tool in their field of work. Fundamental concepts such as MS DOS Operating System, GWBASIC Language Programming, and "WordPerfect" word processing programs, and "LOTUS 1-2-3-" spreadsheet programs will be discussed in detail. Students are provided lab time to demonstrate knowledge gained during the lectures. The course will be partitioned as follows:

DOS	10%
Word Perfect	70%
LOTUS 1-2-3	20%

**MODULE 1: MS DOS**

At the end of this block, the student shall be able to:

1. Warm and cold system "boot" the IBM PC, format disks
2. Create, delete, retrieve files and directories

**MODULE 2: WORD PERFECT**

The student should be able to:

1. Create, save and retrieve WordPerfect files
2. Enhance text by employing the: flush right, centering, underlining, bolding, superscripting, subscripting, extended superscripting, and extended subscripting code key commands
3. Reveal, view and delete a code key
4. Use the block commands to move text and copy text
5. Set tabs, indent paragraphs, set margins, set line spacing
6. Change the pitch and font, change the lines per inch, turn on and off the line numbering and the right justification
7. Print a current document, print a page of the current document, print multiple copies of a current page or document, stop printing a job, rush a print job, cancel a print job and display print jobs

2. Select a Lotus command from a menu, view a spreadsheet, enter labels into a spreadsheet, specify a range of cells, use the pointer to enter a formula, add data to a spreadsheet, finish off
6. Produce graphs using the Printgraph utility

**COMPUTER CONCEPTS AND APPLICATIONS**

**EDP 130**

-----  
Course Name

-----  
Course Number

**STUDENT EVALUATION**

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

A) Tests (3 @ 22%)	-	66%	B) <u>Grading:</u>	
Assignments (3 @ 10%)-		30%	"A+" -	90-100%
Participation	-	4%	"A" -	80-89%
		<u>100%</u>	"B" -	70-79%
			"C" -	55-69%
			"R" -	0-54%

**NOTE:** Students are expected to attend class regularly and to participate in class discussion. They are also expected to treat their peers and instructors in a professional businesslike manner during class time. Late assignments are subject to a zero grade unless the student has **PRIOR** permission from the instructor to hand the assignment in at a later date. Any student who misses a test will receive a grade of zero on that test unless they produce a doctors certificate, or have the instructor's permission to write the test on a prearranged date and time.

**THERE WILL BE NO REWRITES IN THIS COURSE.**