SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO
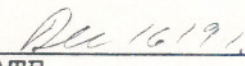
COURSE OUTLINE

COURSE TITLE: COMPUTER APPLICATIONS

CODE NO.: FOR 367-4   SEMESTER: V

PROGRAM: FISH & WILDLIFE/PARKS/FOREST MANAGEMENT TECHNOLOGY

AUTHOR: V. WALKER

DATE: DECEMBER 1991   PREVIOUS OUTLINE DATED: JANUARY 1990

APPROVED: _____   _Dec 16/91_

DEAN   DATE

COMPUTER APPLICATIONS
_____
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TOTAL CREDIT HOURS   48 _____

PREREQUISITE(S):   None

I. PHILOSOPHY/GOALS:

With the progression of the "Computer Age", it is essential that field technicians in any discipline be computer literate.

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

Specific emphasis will be placed on the operating system (MS DOS), a word processing package (WORD PERFECT), spreadsheets (LOTUS) and databases (DBASE). In addition, an introduction to the use and flexibility of a geographic information system (PAMAP-GIS) as well as hand-held Portable Data Recorders (MICROFLEX) will be included.

II. STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course the student will:

1. Create directories, subdirectories and generally manage diskettes, files and input/output devices using a disk operating system (MS DOS).

2. Create, edit and save files using a work processing package (WORD PERFECT).

3. Enter, analyze and present in report format field data within a database (DBASE).

4. Enter, manipulate and present in graphic format field data within a spreadsheet (LOTUS 1-2-3).

5. Register a map, input levels of information, debug and present a finished, error-free map complete with its associated database using PAMAP-GIS.

6. Operate a hand-held computer (MICROFLEX).

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III.   TOPICS TO BE COVERED:

CLASSROOM HOURS	TOPIC DESCRIPTION
12	**UNIT 1 - PAMAP-GIS** - Registering a FRI stand map - inputting levels of information - assigning Analytic Indices - determining errors - debugging - plotting the line map - interfacing to a database
4	**UNIT 2-** Word Perfect (refresher) - creating/saving/retrieving/ documents - editing - the BLOCK feature - formatting text - printing a document
10	**UNIT 3 -** The Operating System (MS DOS) - What is DOS? - using disk commands - organizing floppy disks - creating directories/ sub-directories - understanding file types

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CLASSROOM HOURS	TOPIC DESCRIPTION
10	UNIT 4 - Managing a Database, (DBASE) - preparation of diskettes - creating and manipulating files - data manipulation - report preparation
10	UNIT 5 - Managing a Spreadsheet (LOTUS 1-2-3) - creating/saving worksheets - inserting columns, rows - printing a worksheet - creating and printing graphs
2	UNIT 6 - Operating a Portable Data Recorder (MICROFLEX) - characteristics of PDR's - installing programs from the IBM-PC - collecting field data - exporting program and data from the PDR - report preparation

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V. EVALUATION METHODS:

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

ASSIGNMENTS - 50%
TERM TESTS - 50%

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.

VI. REQUIRED STUDENT RESOURCES

- 2-5 1/4" double-sided, double-density computer diskettes

- 2-5 1/4" double-sided, high-density computer diskettes

- software and manuals for in-class use will be provided