SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: INTRO TO MICROCOMPUTERS AND APPLICATION SOFTWARE

CODE NO.   EDP130

PROGRAM   FORESTRY, WATER RESOURCES, PULP AND PAPER

SEMESTER   TWO

DATE   JANUARY, 1993

AUTHOR   SUSAN McCORMACK

NEW _____   REVISION _X_

APPROVED _____   93-01-04
                         CHAIRPERSON   DATE

Intro to Microcomputers and Application Software
COURSE NAME

EDP130
CODE NO.

Total credit time: 30 hours

Prerequisites: None

I   PHILOSOPHY/GOALS:

This course provides the student with an opportunity to
develop an understanding of micro computer hardware and
operating system software. This course also provides an
opportunity to introduce and develop practical skills in the
use of one or more application software products.

II   STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course, the student will
be able to:

1.   distinguish among the different hardware and software
     components of a computer system, and know different
     commercial and educational uses of computer systems

2.   understand the general functions of an operating system

3.   operate a word processing software package

4.   operate a spreadsheet software package

III TOPICS TO BE COVERED

1.   Introduction to Microcomputers
2.   The Operating System
3.   Word Processing using WordPerfect
4.   Spreadsheets using LOTUS123

IV   LEARNING ACTIVITIES

1.   Introduction to Microcomputers

     Upon successful completion of this unit, the student
     will be able to:

     a.   describe the Data Processing Cycle and how this
          cycle is related to the use of computers

     b.   list and describe the basic components of a
          microcomputer

     c.   differentiate between hardware and software

   d.   compare and contrast secondary storage using
        floppy disks and hard disks

   e.   name and describe various business, personal and
        educational uses for microcomputers and software

2.   The Operating System

   Upon successful completion of this unit, the student
   will be able to:

   a.   describe what is meant by an operating system
        (DOS) and its major functions

   b.   differentiate between a warm and cold start and
        describe what is meant by "booting up" the system

   c.   format a floppy disk

   d.   display the disk directory of a disk on any drive
        using the DIR command

   e.   copy files from one disk the another using the
        COPY and DISKCOPY commands

   f.   describe and use other commands such as ERASE,
        TYPE, and PRINT

3.   Word Processing using WordPerfect

   Upon successful completion of this unit, the student
   will be able to:

   a.   define word processing

   b.   create, save, retrieve and edit a document

   c.   format and print a document

   d.   reformat a document, change margins, and change
        line spacing

   e.   describe the purpose of the function keys

   f.   discuss the difference between block moves and
        block copies

   g.   use the spell checker facility

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      h.   use other word processing functions to file and handle documents

   4. **Spreadsheets using LOTUS123**

        Upon successful completion of this unit, the student will be able to:

      a.   define an electronic spreadsheet and describe its uses

      b.   explain cell addressing and the categories of cell contents

      c.   properly enter labels, values and formulas into cells

      d.   create a spreadsheet

      e.   save, retrieve and print a worksheet

V   EVALUATION METHODS

Tests (3 @ 20%)	60%
Assignments	30%
Participation	10%

	100%

Grading: A+ 90 and over
             A   80 and over
             B   66 and over
             C   55 and over
             R   under 55

update

VI   REQUIRED STUDENT RESOURCES

Texts: Understanding and Using Application Software
            by Steven Ross, Jonathon Bacon, Cody Copeland

           available in the Campus Shop

Disks: 2 5-1/4" floppy disks
            available in most stores

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VII   SPECIAL NOTES

Assignments received after the due date are subject to a 10% per day penalty.

Students are advised to maintain a backup of all files on disk. Loss of an assignment due to a lost or damaged disk is not an acceptable reason for a late or incomplete assignment.

Students with special needs, such as physical limitations, visual impairments, hearing impairments, or learning disabilities, are encouraged to discuss required accommodations, confidentially, with the instructor.

Your instructor reserves the right to modify the course as is deemed necessary to meet the needs of students.

Test must be written at the scheduled time. Your instructor must be informed if you are unable to write a test. There are no re-writes.

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