



INTRO TO MICRO & APPLIC. SOFTWARE

EDP109

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**COURSE NAME**

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**COURSE CODE**

**TIME:** 3 hours/week

**TEXT:** "Understanding and Using Application Software"  
by Steven Ross, Jonathon Bacon, Cody Copeland  
(Available in Campus Shop)

**SUPPLIES:** Two 5 1/4"

**COURSE OVERVIEW:**

This course provides the student with an opportunity to develop an understanding of microcomputer hardware and operating system software. The course will focus on developing practical skills by introducing word processing and electronic spreadsheet applications.

**PERFORMANCE OBJECTIVES:**

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

1. identify hardware and software components of a computer system, and list different uses of computers in business and education
2. understand the function of an operating system
3. perform basic and intermediate functions of a word processing package
4. perform basic and intermediate functions of a spreadsheet package

**TOPICS TO BE COVERED:**

1. Introduction to Microcomputer Concepts
2. The Operating System
3. Word Processing Using WordPerfect
4. Spreadsheets Using LOTUS 1-2-3

LEARNING ACTIVITIES:

**Microcomputer Concepts:**

The student will be able to:

1. identify and explain the function of each major component of the IBM (or compatible) personal computer used in the lab
2. Define and explain common computer terms
3. Name and describe various business, personal and educational uses for micocomputers

**The Operating System:**

The student will be able to:

1. Define the function of an operating system
2. Demonstrate the use of DOS commands required for efficient operation of the personal computer

**Word Processing - WordPerfect 5.1:**

The student will be able to:

1. Describe the benefits of a word processing package
2. Describe and demonstrate the use of word processing features including the following:
  - entering and saving text
  - editing text
  - printing text
  - formatting text
  - using utilities such as Spell Checker

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APPLICATION SOFTWARE  
Spreadsheets - LOTUS 1-2-3

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The student will be able to:

1. Describe the benefits of an electronic spreadsheet package
2. Describe and demonstrate spreadsheet features including the following:
  - create a spreadsheet using labels, values and formulas
  - edit, retrieve, and save a spreadsheet
  - print worksheet files
  - display and print graphs

STUDENT EVALUATION:

Mid-term Test	30%
Final Test	30%
Assignments	30%
Participation	10%

GRADING:

A+	90-100%
A	80- 89%
B	70- 79%
C	60- 69%
R	0- 59%

NOTES:

1. This is a hands-on course with minimal lecture time. Assignments will be completed during lab time and tests may include both written and practical computer work.
2. Students are advised to maintain a backup of all files on diskette. Loss of output due to a lost or damaged diskette will not be acceptable for a late or incomplete assignment.
3. All assignments must be completed in order to meet course requirements.
4. Assignments handed in past the due date will be subject to a late penalty.