

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

**COURSE OUTLINE**

**COURSE TITLE:** INTRO TO MICROCOMPUTERS AND APPLICATION SOFTWARE  
**CODE NO.:** EDP104  
**PROGRAM:** GENERAL ARTS & SCIENCE  
**SEMESTER:** TWO  
**AUTHOR:** ELKE BELAIR  
**DATE:** JANUARY, 1993  
**PREVIOUS OUTLINE DATED:** JANUARY, 1992

APPROVED

  
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CHAIRPERSON

NEW

REVISION X

93-01-05  
DATE

MICROCOMPUTER APPL. SOFTWARE  
COURSE NAME

EDP  
COURSE CODE

TOTAL CREDIT HOURS: 45

PREREQUISITE: EDP109 - Intro to Microcomputers and  
Application Software

I. PHILOSOPHY/GOALS:

This course provides the student with an opportunity to develop a deeper understanding of the concepts introduced in EDP109. Students will reinforce existing skills and develop additional skills in utilizing operating system and application software. Utilizing spreadsheet software to solve practical problems will be emphasized.

II. STUDENT PERFORMANCE OBJECTIVES:

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

1. utilize periodicals to monitor developing trends in the use of microcomputers and application software products
2. utilize operating system commands to manage files on disks including the use of subdirectories
3. operate a word processing package at a skilled level including the merging of text and graphics and other "desktop publishing" features
4. operate a spreadsheet package at a skilled level including the use of major features such as macros and Allways
5. solve practical problems utilizing all of the software described above

III. TOPICS TO BE COVERED:

1. Review/Refresher of prerequisite skills (exercises)
2. Trends in Microcomputing (research exercise)
3. Operating System Skills (exercises)
4. Advanced word processing features (exercises)
5. Advanced spreadsheet features (exercises)
6. Practical problem solving using microcomputers (project)

IV. LEARNING ACTIVITIES

Each topic will consist of one or more "tutorials" which will serve to introduce students to new features. Students will be guided through these "tutorials" and will be expected to complete one or more assignments utilizing the new features. On a test, students will be expected to be able to use all features covered and to be able to answer questions concerning them. Each topic in the text contains sample questions. Test questions will be similar in content.

V. EVALUATION METHODS

Tests ( 3 @ 20%)	60%
Assignments	25%
Project	10%
Participation	<u>5%</u>
	100%

Grading:

A+	90 and above
A	80 - 89
B	70 - 79
C	55 - 69
R	0 - 54

VI. STUDENT RESOURCES

Text: Understanding and Using Application Software, by Ross, Bacon and Copeland  
(this text was used in 1992 for EDP109)

Disks: several 5 ¼" floppy disks  
(double-sided, double-density soft-sectored)  
(capacity 360 K bytes)

VII. SPECIAL NOTES

Students are expected to attend class regularly, participate in class discussion and keep up-to-date on all class activities.

Late assignments are subject to a grade of zero unless the student has prior permission to hand it in at a later time.

Tests must be written at the assigned time and date. Students will receive a mark of zero if they miss a scheduled test, unless a pre-arranged agreement between the student and instructor has been reached to write the text at a different time.

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, confidentiality, with the instructor.

The instructor reserves the right to modify the course as she deems necessary to meet the needs of students.