

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

COURSE OUTLINE

COURSE TITLE: MICROCOMPUTER APPLICATION SOFTWARE

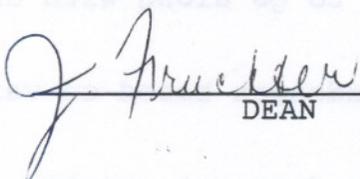
CODE NO.: EDP104 SEMESTER: WINTER

PROGRAM: GAS

AUTHOR: GRANT DUNLOP

DATE: JAN. 96 PREVIOUS OUTLINE DATED: JAN. 95

APPROVED:


DEAN

96-01-10
DATE

TOTAL CREDITS 45

PREREQUISITE(S): EDP122 - PC APPLICATIONS I or equivalent

I. PHILOSOPHY/GOALS:

This course provides the student with an opportunity to develop a deeper understanding of the concepts introduced in EDP122. 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:

- A1. Create, edit, save and print spreadsheets that include: formatting for currency, various column widths, simple and complex formulas.
- A2. Create easy-to-read graphs and pie charts to go along with any spreadsheet.
- A3. Sort and/or extract information in a spreadsheet based on various given criteria.
- A4. Print graphs and spreadsheets as part of a document created in WordPerfect.
- B1. Create, edit, save, and print multi-page documents including the use of: Headers, Footers, Page numbering, Page breaks, Text enhancements, Tabs, Indents, Fonts to change size and appearance.
- B2. Merge documents to send out multiple copies of one document (including envelopes and labels) to many people.
- B3. Create and use Macros to save time wasted by repetitive keystrokes.
- B4. Create professional business documents by using: Mathematical features, Columns, Tables, Outlines, Equations, and Graphics.
- B5. Sort information in documents whether the information is found in Lines, Paragraphs or as part of a secondary Merge document.

III. TOPICS TO BE COVERED:

SPREADSHEETS:

1. Functions, formulas, and absolute references.
2. Graphs and graphing.
3. Spreadsheet and word processing integration.

WORDPERFECT:

1. Enhancements
2. Columns, tables, graphics
3. Macros
4. Merging, labels

IV. LEARNING ACTIVITIES

SPREADSHEETS:

1. Functions, formulas and absolute references

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

- a) Use the formulas @MIN and @AVG
- b) Demonstrate and discuss the use of absolute references in formulas.

Reference "Quattro Pro 5.0 for Windows" QP 145-186

2. Graphs and graphing

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

- a) Plan and construct graphs
- b) Create and edit line and bar graphs
- c) Discuss effective uses of graph types

Reference "Quattro Pro 5.0 for Windows" QP 187-230

3. Word Processing and spreadsheet integration

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

- a) Import spreadsheet documents and graphs into word processing documents

- b) Import word processing documents into spreadsheet documents

IV. LEARNING ACTIVITIES, CONTINUED

WORDPERFECT:

1; Multiple-page documents

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

- a) Change line spacing in a document
- b) Centre and page between the top and bottom margins
- c) Change the tab settings
- d) Number the pages in a document
- e) Create headers and footers
- f) Create and use styles
- g) Create and format tables

Reference "WordPerfect 6.0 for Windows" WP 137-180

2. Special Word-Processing Functions

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

- a) Use the outline feature
- b) Switch between document windows
- c) Display multiple document windows
- d) Record and play macros
- e) Create footnotes
- f) Use hyphenation

Reference "WordPerfect 6.0 for Windows" WP 181-223

3. Merging Documents

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

- a) Create data files and form files for merging
- b) Merge files to create form letters and labels

Reference "WordPerfect 6.0 for Windows" WP 224-249

V. EVALUATION METHODS (continued):

Marks will be assigned on the basis of various lab assignments and 2 tests as follows:

Spreadsheet assignments	30%
Spreadsheets test	20%
WordPerfect assignment	30%
WordPerfect test	20%
TOTAL	100%

Assignments received after the due dates are subject to a zero mark.

Grading:

A+	90 - 100%
A	80 - 89%
B	70 - 79%
C	60 - 69%
R	under 60%, Repeat

VI. REQUIRED STUDENT RESOURCES

Texts: Microsoft Windows 3.1 and DOS
ISBN 1-56527-238-2

WordPerfect 6.0 for Windows
ISBN 1-56527-082-7

Quattro-Pro 5.0 for Windows
ISBN 1-56526-162-9

Available in the Bookstore

VII. SPECIAL NOTES

Tests may contain both written and practical on-line components.

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.

