

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

COURSE OUTLINE

Course Outline: INTRODUCTION TO MICROCOMPUTERS

Code No.: EDP219

Program: PROGRAMMER

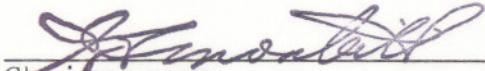
Semester: THREE

Date: SEPTEMBER, 1989

Previous Outline Dated: JANUARY, 1988

Author: B. LAILEY

New: _____ Revision: X _____

APPROVED: 
Chairperson

89-09-01
Date

INTRODUCTION TO MICROCOMPUTERS

EDP219

Course Name

Course Number

Time: 4 hours/week

AIMS AND OBJECTIVES:

1. To develop an understanding of microcomputer hardware and operating system software.
2. To enhance BASIC programming skills drawing upon previous knowledge gained in earlier semesters in BASIC and COBOL.
3. To introduce and develop practical skills in the use of Word Processing (Word Perfect), Spreadsheet (LOTUS 1-2-3) and Data Management Application software.

TEXT: Microcomputer Applications, Grauer and Sugrue

STUDENT EVALUATION:

Term Tests	70%
Assignments & Quizzes	20%
Independent Research Project	15%
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	100%

GRADING:

A+	90-100%
A	80- 89%
B	66- 79%
C	55- 65%
R	0- 54%

WARNING: 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 or project.

MODULE 1 - MICROCOMPUTING: A FIRST LOOK

- Introduction to the IBM PC
- Historical developments
- Diskette and hard disk concepts
- Loading DOS and BASIC

MODULE 2 - OPERATING SYSTEM: AN INTRODUCTION

- Operating System Functions
- Microcomputing Operating Systems Reviewed
- MSDOS - Fundamental Commands
 - Additional Commands
- File names and file specifications
- Disk directories

MODULE 3 - OPERATING SYSTEMS - MSDOS ADDITIONAL FEATURES

- Paths, Directories and Subdirectories
- Batch Files - Creating Your Own
- AUTOEXEC.BAT
- CONFIG.SYS
- Using the Editor
- DOS Editing Keys
- Pipes and filters

MODULE 4 - APPLICATION SOFTWARE

- Predominant Types of Application Software
- Copyright Issues
- Software Installation Procedures
- Application Software - Operating Methods
- Memory-Based versus Disk-Based Programs and Files

MODULE 5 - WORD PROCESSING - INTRODUCTORY CONCEPTS

- Introduction to Word Perfect
- Entering and Saving Text
- Editing and Printing Text

MODULE 6 - WORD PROCESSING - ADVANCED CONCEPTS

- Emphasizing text
- Correcting errors
- Screen formatting
- Text manipulation methods
- Using the spelling checker and the thesaurus
- Creating and using form documents
- Document filing and handling
- Dual document handling

MODULE 7 - WORD PROCESSING - DESKTOP PUBLISHING

- Hardware and Software Components
- Document Design
- Typography
- Design Principles

MODULE 8 - SPREADSHEETS - INTRODUCTORY CONCEPTS

- Historical Background
- Spreadsheet Applications
- Basic Spreadsheet Terminology
- Creating, Saving and Printing a Spreadsheet
- Elementary Formatting and Data Manipulation

MODULE 9 - SPREADSHEETS - ADVANCED CONCEPTS

- Gaining Proficiency with LOTUS 1-2-3 Commands
- Creating and Printing Business Graphics
- Using Macros to Automate Spreadsheets
- Elementary Data Management Using LOTUS 1-2-3