

80993

INTRO TO MICROCOMPUTERS & APPLICATION SOFTWARE

TOTAL HOURS 48 HOURS

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: INTRODUCTION TO MICROCOMPUTERS & SOFTWARE

CODE NUMBER: EDP 093 SEMESTER FALL 93

PROGRAM: CAP & LAP

AUTHOR: ROSEMARY LE BLANC

DATE: AUGUST 1993

PREVIOUS OUTLINE

DATED: FEBRUARY 1993

APPROVED:


(Chairperson)

DATE: _____

**INTRO TO MICROCOMPUTERS &
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EDP093

TOTAL HOURS 48 HOURS

TEXT Understanding and Using Application Software, by Steven Ross, Johnathon Bacon, Cody Copeland

SUPPLIES Three 5 1/4" Floppy disks

PHILOSOPHY/GOALS: 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.

STUDENT PERFORMANCE OBJECTIVES:

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

- 1) identify the hardware components of a computer system; central processing unit, disk drives, monitor, keyboard, printer
- 2) use operating system commands for efficient handling of files
- 3) perform basic WordPerfect commands for creating and modifying documents
- 4) use Lotus 123 to create basic spreadsheets and graphs

TOPICS TO BE COVERED:

1. Introduction to Microcomputer Concepts
2. The Operating System
3. Word processing using WordPerfect 5.1
4. Spreadsheets & Graphs using Lotus 123

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LEARNING ACTIVITIES:

Microcomputer Concepts:

The student will have the capability 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 microcomputers

The Operating System:

The student will have the capability 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 have the capability 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 word processing software utilities

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Spreadsheets - LOTUS 123

The student will have the capability to:

1. describe the benefit 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
 - create, display and print graphs

STUDENT EVALUATION AND GRADING

3 TESTS	60%
5 ASSIGNMENTS	40%

A+ = 90-100 A = 80-89 B = 70-79 C = 60-69 R = 59 OR LESS

SPECIAL NOTES:

Assignments received after the due date will be subject to 10% per day penalty. Assignments will not be accepted after one week late.

Students are advised to maintain backup of all their own data files on one or two floppy disks. Loss of an assignment due to lost or damaged disk is not an acceptable reason for late or incomplete assignments.

Students with special needs, such as physical limitations, visual or hearing impairments, learning disabilities are encouraged to discuss them with their instructor.

Your instructor reserves the right to modify the course as she deems necessary to meet the needs of the student.