

EDP 122

PC APPLICATIONS I

COURSE CODE

COURSE NAME

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

COURSE OUTLINE

COURSE TITLE: PC APPLICATIONS I

CODE NO.: EDP 122 **SEMESTER:** ONE

PROGRAM: GENERAL STUDENT POPULATION

FACULTY AUTHOR: COMPUTER PROGRAMMER AND COMPUTER ENG TECH

DATE: SEPTEMBER, 1995

PREVIOUS OUTLINE DATED: _____

New: _____ X Revision: _____

APPROVED: 
DEAN, SCHOOL OF BUSINESS &
HOSPITALITY

95-08-24
DATE

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Total credit time: 45 hours

Prerequisites:

I PHILOSOPHY/GOALS:

This course will focus on microcomputer applications covering the operating system, wordprocessing and spreadsheets.

II STUDENT PERFORMANCE OBJECTIVES:

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

1. Discuss computer concepts and terminology.
2. Demonstrate a knowledge of Windows and DOS concepts.
3. Utilize a word processing package.
4. Utilize a spreadsheet program.
5. Discuss integration of software applications.

III TOPICS TO BE COVERED

1. Essential computer concepts
2. Effective file management
3. Document creation
4. Document formatting and editing
5. Additional editing features
6. Multiple-page documents
7. Spreadsheet uses
8. Notebook planning, building, testing and documentation
9. Report formatting and printing
10. Functions, formulas and absolute references
11. Graphs and graphing
12. Word processing and spreadsheet integration

PP-08-2P
DATE

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IV LEARNING ACTIVITIES

1. Essential computer concepts

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

- a) describe the major components of a computer system
- b) explain how data are represented by the binary number system and the ASCII code
- c) discuss the difference between systems software and applications software
- d) identify terms used to specify the capacity and speed of computer memory, processors and storage.

Reference "Microsoft Windows 3.1 and DOS" EC 3-35

2. Effective file management

upon successful completion of this unit, the student will be able to;

- a) use DOS commands HELP, DIR, EDIT, MD, FORMAT
- b) create and discuss the uses of file names and subdirectories
- c) discuss Windows as a GUI (Graphical User Interface)
- d) launch and exit Windows and applications
- e) identify the various components of the Windows desktop, including title bar, control-menu box, window border and window corner tick marks
- f) use Windows menus and explore Windows toolbars
- g) open and close the File Manager
- h) organize files and disks
- i) demonstrate a knowledge of more, rename, delete, copy and backup

Reference "Microsoft Windows 3.1 and DOS" DOS 1-22

"Microsoft Windows 3.1 and DOS" WIN 1-64

3. Document creation

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

- a) plan a document
- b) demonstrate the use of the Button bar, Power bar, function keys, and pull-down menus
- c) open edit and save a document
- d) preview and print a document
- e) discuss the use of the help feature

Reference "Wordperfect 6.0 for Windows" WP3-52

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IV LEARNING OUTCOMES - Cont'd.

4. Document formatting and editing

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

- a) use font and margin changing, bolding, underlining
- b) demonstrate the use of the speller, thesaurus and grammar checker
- c) print multiple copies of a document

5. Additional editing features

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

- a) align text flush right
- b) centre text between left and right margins
- c) use find and replace, select and "drag and drop"

6. Multiple-page documents

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

- a) demonstrate the use of centre top to bottom, tab setting, headers and footers

Reference "Wordperfect 6.0 for Windows" WP 137-180.

7. Spreadsheet uses

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

- a) discuss the uses of spreadsheeting in business settings
- b) set up and print a basic spreadsheet
- c) discuss values, labels, formulas and functions used in a spreadsheet

Reference "Quattro Pro 5.0 for Windows" QP 3-40.

8. Notebook planning, building, testing and documentation

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

- a) plan, document, build and test a spreadsheet/notebook
- b) copy cells information, insert rows, change column widths and row heights
- c) use the @SUM feature

Reference "Quattro Pro 5.0 for Windows" QP 41-102.

IV LEARNING OUTCOMES - Cont'd.

9. Report formatting and printing

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

- a) change the font typeface, style and point size
- b) align cell contents and format for number, currency and percentages
- c) add colour and line segments for emphasis
- d) preview and print in portrait and landscape orientation

Reference "Quattro Pro 5.0 for Windows" QP 103-144.

10. Functions, formulas and absolute references

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

- a) use the formulas @MAX, @MIN and @AVG
- b) demonstrate and discuss the use of absolute references in formulas

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

11. 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.

12. 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

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V EVALUATION METHODS

Marks are given in two distinct areas - lecture and lab - since a section may be taught by two different Professors.

Lecture tests may consist of a combination of Multiple Choice, True/False and Short Answers.

Lab tests may be made up of hands-on applications, along with a combination of Multiple Choice, True/False and Short Answers.

	Lectures:			Labs:		
Word processing test	1 @	10%	10	1 @	20%	20
Spreadsheets test	1 @	10%	10	1 @	20%	20
Windows test	1 @	10%	10			-
Participation		5%			5%	5
Word processing assignments		-		3 @	5%	15
Spreadsheets assignments		-		2 @	5%	10
Total mark				30%		70%

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

Grading:	A+	90 and over
	A	80 and over
	B	70 and over
	C	60 and over
	R	under 60

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 Campus Bookstore

Other References: Various texts and manuals in Software Support and Library

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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.

VIII PRIOR LEARNING ASSESSMENT

Currently, this course is not PLA able/challengeable.

