

Microcomputer Applications

EDP 228-4

Time

4 hrs/wk

(2 - 2 hr classes)

AIMS and OBJECTIVES

1. To introduce students to the major trends that have developed (are developing) in the use of microcomputers in a business environment.
2. To focus on the major application types that have evolved during the previous few years. Emphasis on the capabilities and operating requirements of these products coupled with hands on experience in specific areas is emphasized.
3. To teach a body of personal computing knowledge that would be required of a skilled user.

Grading

Term Tests (3 x 20%)	60 %	A- 80-100
Assignments	15 %	B- 70-79
Major Project/Presentation	20 %	C- 55-69
Quizzes/Participation	<u>5 %</u>	R- 0-54
	100 %	

- Note:**
1. A student who has achieved an average grade of 75 % or better on the first 2 tests will be exempted from writing the 3rd test.
 2. Students are advised to maintain a backup copy of all files on their diskette. Loss of output due to a lost or damaged diskette will not be accepted as an excuse for a late or incomplete assignment.
 3. Additional details regarding assignments and the major project/presentation will be distributed as soon as available.

ASSIGNMENT DEADLINES: Each assignment must be handed in on time. Late assignments will be subject to a 10 % deduction per day late.

<u>Topic Outline</u>	<u>Reference</u>
1) Introduction <ul style="list-style-type: none">- Overview of Course- Selection of Testing Dates- Personal Computing - Past<ul style="list-style-type: none">- Present- Future	Text - Ch. 1
2) Microcomputer Hardware <ul style="list-style-type: none">- Functional Capabilities- Hardware Terminology and Capabilities	Text - Ch. 2
3) Operating System Software <ul style="list-style-type: none">- Operating System Functions- Command Line Operating Systems- Visual Operating Systems	Text - Ch. 3
4) Decision Support System Concepts <ul style="list-style-type: none">- Definition of DSS- Managerial Functions- Data Processing versus Decision Support- the Future of DSS<ul style="list-style-type: none">- Packaged versus Self Development- Having Yours Cake and Eating It Too- the Role of DSS and<ul style="list-style-type: none">- Word Processing- Data Base Management- Electronic Spreadsheets- Integrated Applications	Lecture Notes
5) Word Processing Basics <ul style="list-style-type: none">- Basic Word Processing Concepts- Generic Word Processing Commands and Capabilities - Comparison to EasyWriter	Text - Ch. 4 Easywriter Manual
6) Word Processing Features <ul style="list-style-type: none">- Advanced Editing and Formatting- Advanced Printing Techniques- Spelling Aids- Merge Print- Other Features	Text - Ch. 5 & 6
7) Record Management Concepts <ul style="list-style-type: none">- List Management (Manual)- File Management (Manual)- Forms Management (Machine)	Text - Ch. 10

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| 8) | Database Management Concepts | Text - Ch. 11 |
| | - Relational and Hierarchical Schemas | |
| | - Relational DBMS Examples | |
| | - DBMS Features | |
| | - Evaluation of Micro DBMS Software | |
| 9) | Understanding and Using DBASE III | Lecture Notes |
| | - Frequently Utilized Commands | DBASE III Manual |
| 10) | Understanding and Using DBASE III | Lecture Notes |
| | - Designing and Building Complete Systems | DBASE III Manual |
| 11) | Electronic Spreadsheet Basics | Text - Ch. 7 |
| | - Entering and Editing Data & Formulas | |
| | - Elementary Commands | |
| | - Comparison to Lotus 1-2-3 | Lotus Manual |
| 12) | Electronic Spreadsheet Features | Text - Ch. 8 & 9 |
| | - Advanced Editing | |
| | - Modifying Worksheet Appearance | |
| | - Recalculation of Alternatives | |
| | - Printing Options | |
| | - Templates | |
| | - Consolidations | |
| | - Advanced Functions | |
| | - Comparison fo Lotus 1-2-3 | Lotus Manual |
| 13) | Integrated Applications | Text - Ch. 14 |
| | - Integration Concepts | |
| | - Different Approaches to Integration | |
| 14) | Software Review | Text - Ch. 15 |
| | - Additional Commonly Used Software | |
| | - Accounting | |
| | - Utilites | |
| | - Vertical Markets | |
| 15) | Software Piracy and Computer Trespass | Text - Ch. 17 |
| | - Review of Piracy and Trepass Issues | |